



October 11, 2024

Mayor and City Council
City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Re: Engineer's Report for October 15, 2024 Council Meeting
HDR Job No. 10391485

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from September 13, 2024 to October 11, 2024:

1) On-Going Services (10391485):

a) 1236 Archley Drive –

- On October 9, 2024, HDR reviewed and returned to the City the right-of-way permit, 2nd Submittal for a CenterPoint Energy gas service installation at 1236 Archley Drive. The right-of-way permit resubmittal requires corrections; therefore, it needs to be revised and resubmitted.

b) 1331 & 1335 Friarcreek Lane –

- As previously reported, back on June 28, 2024, HDR visited the properties at 1331 Friarcreek Lane (Manley's Family) and 1335 Friarcreek Lane (McDuffie's Family) to review a complaint made regarding residential drainage issues between the properties and associated with landscaping improvements taking place at the Manley's property.
- On July 1, 2024, the City informed the Manley's (1331 Friarcreek) to submit a site plan of the proposed improvements for the City's review and approval. On August 12, 2024, HDR received a landscape permit request for 1331 Friarcreek Lane. The landscape permit is currently under review and pending approval based on findings from meeting with both property owners.
- On September 9, 2024, HDR attempted to meet with both homeowners; however, HDR only visited with Mrs. McDuffie since the Manley's were not available.
- On October 10, 2024, HDR met with the Manley's (Mrs. Donette Stubblefield) to discuss and coordinate the adverse impact to drainage in the area caused by their recent landscaping improvements and discuss the necessary corrective measures to address this problem.

- c) 1123 Guinea Drive –
- On September 30, 2024, HDR reviewed and returned to the City the Pool Drainage Plan, 3rd Submittal for 1123 Guinea Drive. The pool drainage plan resubmittal was approved with exceptions noted.
- d) 1214 Ridgeley Drive –
- On October 11, 2024, HDR reviewed and returned to the City the Drainage Plan 3rd Submittal for 1214 Ridgeley Drive. The drainage plan resubmittal approved with exceptions noted.
- e) 1330 Glourie Drive –
- On September 24, 2024 HDR conducted a final drainage inspection for 1330 Glourie Drive. The inspection passed and the inspection form was submitted to the City on September 25, 2024.
- f) 1242 Ridgeley Drive –
- On October 8, 2024, HDR received the 2nd Submittal for As-Built Drainage Plans for 1242 Ridgeley Drive. The As-Built resubmittal is currently under review and HDR anticipates completion of this review by next week.
- g) City-Wide Ditch Regrading/Cleaning Program –
- On October 3, 2024, the City and HDR met with Gordian (Job Order Contracting Program Procurement Company – Buy Board) and LMC Construction (Contractor) to discuss the City-wide ditch regrading/cleaning scope of work requested by the City from this second Contractor. After the meeting, the City and HDR determined that working the Buy Board option was not the most conducive or cost-effective way to go forward, therefore, we will be moving forward with acquiring quotes from Contractors (e.g. Experts Underground Solutions, LLC and On Par Civil Services, LLC).
 - HDR and the City are to meet during the month of October to conduct an assessment of the City ditches to identify high priority areas.
 - Once all these proposals are received, HDR will review and present a recommendation to the City to award the work to the low responsive Contractor.
- h) Drainage Easement Improvements –
- 1303 & 1307 Friarcreek Lane Drainage Easement – HDR has not been able to communicate with Mr. Tom Archer (1307 Friarcreek Lane) to discuss the additional erosion concerns he has along the City’s drainage easement traversing on the east side of his property. HDR will attempt to contact him again next week. Once HDR meets with Mr. Archer, HDR will prepare the necessary drawings/exhibits and quote form for the erosion control improvements, solicit three (3) quotes for this work and present a recommendation to the City to award the work to the low responsive Contractor.

- 1209 Pine Chase Drainage Easement – HDR is working on drawings/exhibits and quote form for the installation of a concrete headwall for the 24-inch and 30-inch pipes at the outfall entrance, regrade the existing ditch between the street and outfall, and removal and replacement of deteriorating concrete slope paving on the upstream end of this ditch area. Once these drawings are completed, HDR will solicit three (3) quotes for this work and present a recommendation to the City to award the work to the low responsive Contractor.

i) Hilshire Green Paving, Drainage & Utility Improvements –

ANTICIPATED PROJECT TIMELINE:

100% Submittal:	Friday, October 25, 2024
Advertisement:	Monday, October 28 – Friday, November 8, 2024
Pre-Bid Meeting:	Tuesday, November 5, 2024
Bid Opening:	Thursday November 21, 2024
Contract Award:	Tuesday, December 17, 2024
Construction NTP:	Monday, January 6, 2025

- HDR has received and reviewed the Tree Protection Plans and specifications prepared by C.N. Koehl Urban Forestry (HDR’s Tree Protection Subconsultant) and will incorporate this information in the 100% Submittal package. Based on the initial review of tree protection plans the 8-inch Pecan tree at 7922 Hilshire Green, and the 13-inch Pecan tree at 7918 Hilshire Green will need to be removed to install the proposed water line. HDR will discuss an alternate option with City Council to attempt to preserve these trees by installing the proposed water line under the road instead.
- Next anticipated milestone is the 100% Submittal package anticipated on October 25, 2024.
- HDR will be requesting authorization to proceed forward with the rest of Engineer Services (e.g. Bidding, Construction Services, and Construction Observation Part-Time or Full-Time) during the October 15, 2024 City Council Meeting.

j) Lead Service Line Inventory (LSLI Survey)

- HDR has processed and compiled this information in GIS and a summary table of the findings using the latest TCEQ Submittal Template has been completed.
- The City has already registered and created a username and password to submit the LSLI Survey to TCEQ. HDR will be uploading the LSLI Survey by or before October 14, 2024, as well as complete the on-line TCEQ questionnaire associated with this LSLI Survey. The deadline to submit all the necessary documentation to TCEQ is October 16, 2024.

k) Pine Chase Grove Water Meters –

- At the request of Council during the September 17, 2024 City Council Meeting, HDR investigated landscaping installation and maintenance cost options for the areas around the meter vaults and blackflow preventers as follows:

Material Type	Material Cost (8 CY or 200 SF)	Installation Cost (8 CY or 200 SF)	Maintenance	Total Cost + 1 year of Maintenance
Natural Mulch	\$15-\$65 per CY Total= \$120- \$520	\$20-\$45 per CY Total= \$160- \$360	Annual/Bi-Annual (Replenish) =\$120-\$400	\$400-\$1,280
Rubber Mulch	\$129.80 per CY Total = \$1,038.40	\$1,000-\$1,300	Annual (Raking) =\$80-\$100	\$2,118.4-\$2,418.4
Artificial Turf	\$5.45-\$20 per SF Total = \$4,360-\$16,000		Annual (Cleaning) Total for 200 CY = \$150-\$400	\$4,510-\$16,400
Sod	\$5.45-\$20 per SF Total = \$4,360-\$16,000		Annual Maintenance =\$400-\$1,200	\$4,760-\$17,200

- Once City Council selects the landscaping option, HDR will update the schematics/exhibits with proposed improvements, prepare the associate quote form for the proposed improvements, and will solicit three (3) quotes for this work and bring to City Council for approval and for feedback from the respective property owners adjacent to this easement area.

l) Street Pavement Point Repairs –

- As previously reported, the Contractor completed the approved point repair locations as of August 9, 2024. However, HDR inspected the area and found that the asphalt was beginning to unravel at the Burkhart Road and Guinea Drive intersection.
- HDR coordinated with AAA Asphalt Paving, Inc. (Contractor) to correct this issue. The Contractor applied an asphalt seal coat on October 10, 2024 and HDR conducted a site visit on the same day to confirm that work was completed to City standards.
- The point repairs are under a 1-year warranty, therefore, HDR will re-inspect these repairs in nine (9) months to verify conditions and determine if additional corrective actions (e.g. remove and replace) will be required before the 1-year warranty ends.

m) TCEQ MS4

- HDR attended the September 17, 2024 TCEQ Webinar for the MS4 Permit Renewal process.
- HDR has also compiled the permit application forms to be completed and will begin coordination with City Staff to collect the necessary information required to complete the application.
- The new MS4 general permit for the City will need to be completed and submitted to TCEQ by or before the February 11, 2025 deadline.

n) Wirt Road Safety Project/ Interlocal Agreements –

ANTICIPATED PROJECT TIMELINE:

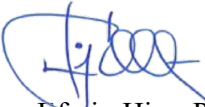
90% Submittal: Friday, October 4, 2024 to COH
100% Submittal: Friday, October 25, 2024
Construction NTP: TBD with Harris County Precinct 3

- HDR received the 70% Review Comments from the COH on September 12, 2024. HDR reviewed and addressed these comments and prepared the 90% Submittal Package to the COH.
- On October 4, 2024, HDR submitted the 90% Submittal Package to the COH and they plan to return comments by October 28, 2024. COH also provided a Variance Request Form to be completed by HDR to request a variance on the proposed sidewalk width from the required 6-ft wide to the proposed and agreed 5-ft wide sidewalk per the ILA between Hilshire Village and COH.
- HDR has reviewed the Tree Protection Plans and specifications prepared by C.N. Koehl Urban Forestry (HDR's Tree Protection Subconsultant) and incorporated this information in the 90% Submittal Package to the COH. Based on the initial review of tree protection plans the 26-inch Live Oak tree at 18 Hickory Shadows, as well as the 23-inch Crepe Myrtle, 19-inch Pine, 23-inch American Elm, 16-inch Pine and 3-inch Palm trees at 1321 Wirt Road (School of the Woods) will need to be removed to install the proposed sidewalk. HDR will coordinate with both property owners to discuss the removal and possible options, at least for School of the Woods, to preserve some of these trees by installing checker plates and trimming the hedge in the area instead to avoid digging or damaging the trees root system.
- HDR and the City are coordinating with the School of the Woods on the ROW/Easement Dedication package.

If there are any questions concerning the information contained in this report, we will be glad to discuss them with you.

Sincerely,

HDR Engineering, Inc.



Efrain Him, P.E.
City Engineer for City of Hilshire Village

cc: Files (10391485)