



May 16, 2025

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

Re: Engineer's Report for May 20, 2025, Council Meeting
HDR Job No. 10420677

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from April 12, 2025 to May 16, 2025:

1) On-Going Services (10420677):

a) 8002 Anadell Street –

- On April 14, 2025, HDR reviewed and returned the 1st Drainage Plan submittal for 8002 Anadell Street. However, the drainage plan was incomplete and needs to be revised and resubmitted.

b) 8005 Anadell Street –

- On April 21, 2025, HDR reviewed and returned the 4th As-Built Drainage Plan submittal for 8005 Anadell Street. The As-Built Drainage Plan was approved with exceptions as noted.

c) 1201 Archley Drive –

- On April 14, 2025, HDR reviewed and returned the Drainage Plan Amendment #1 for design revisions to the proposed retaining wall. The Drainage Plan Amendment #1 was approved with exceptions noted.
- On April 16, 2025, HDR conducted a retaining wall inspection at 1201 Archley Drive. Upon inspection, it appeared that there was still no filter fabric fencing around the property, and several reinforcement bars (hoops) were not installed per the approved retaining wall drawings. Therefore, the inspection failed.
- On April 22, 2025, HDR conducted a retaining wall re-inspection at 1201 Archley Drive. The inspection passed.

d) 1236 Archley Drive –

- On April 30, 2025, HDR conducted a drainage cover inspection at 1236 Archley Drive. Due to a lack of silt fencing, discrepancies between what was installed in the field and the approved drainage plan (dated November 17, 2023), improperly installed grout, and pipe not being properly laid, the inspection failed. HDR called the Contractor after the inspection to explain comments and how to revise them prior to the re-inspection.
- On April 30, 2025, HDR reviewed and returned the Drainage Plan Amendment #1 for drainage layout revisions. The Drainage Plan Amendment #1 was approved with exceptions as noted.
- On May 8, 2025, HDR conducted a drainage cover re-inspection at 1236 Archley Drive. The previous drainage cover inspection comments had been addressed except for the comment regarding the grout around inlets. The inspection failed.

e) 1103 Glourie Drive –

- On May 14, 2025, HDR received the 4th Drainage Plan submittal for 1103 Glourie Drive. The drainage plan was approved with exceptions as noted.

f) 1222 Glourie Drive –

- On April 22, 2025, HDR reviewed and returned the 1st As-Built Drainage Plan submittal for 1222 Glourie Drive. However, the as-built required corrections (e.g, storm sewers not labeled); therefore, it needs to be revised and resubmitted.
- On April 28, 2025, HDR conducted a final drainage inspection at 1222 Glourie Drive. The inspection passed.
- On May 8, 2025, HDR reviewed and returned the 2nd As-Built Drainage Plan submittal for 1222 Glourie Drive. The As-Built Drainage Plan was approved with exceptions as noted.

g) 1226 Glourie Drive –

- On May 15, 2025, HDR reviewed and returned the 4th Pool As-Built Drainage Plan submittal for 1226 Glourie Drive. However, the As-Built Drainage plan requires corrections (e.g. missing perimeter elevations, changes in perimeter elevations, and inlets that are not demonstrating positive drainage), therefore, it needs to be revised and resubmitted.

h) 1118 Guinea Drive –

- On April 21, 2025, HDR reviewed and returned the 5th As-Built Drainage Plan submittal for 1118 Guinea Drive. The As-Built Drainage Plan was approved with exceptions as noted.

i) 1119 Guinea Drive –

- On April 22, 2025, HDR reviewed and returned the 3rd Pool Drainage Plan submittal for 1119 Guinea Drive. However, the Drainage Plan requires corrections (e.g. ditch flowlines not providing positive drainage towards the North), therefore, it needs to be revised and resubmitted.
- On May 8, 2025, HDR reviewed and returned the 4th Pool Drainage Plan submittal for 1119 Guinea Drive. The Drainage Plan was approved with exceptions as noted.

j) 1123 Guinea Drive –

- On April 30, 2025, HDR reviewed and returned the 2nd As-Built Pool Drainage Plan Submittal for 1123 Guinea Drive. However, the As-Built requires corrections (e.g. inlets or cleanouts need to be added at pipe bends); therefore, it needs to be revised and resubmitted.

k) 1311 Pine Chase Drive –

- On April 16, 2025, HDR reviewed and returned the 2nd Drainage Plan submittal for 1311 Pine Chase Drive. However, the Drainage Plan requires corrections (e.g. missing survey benchmark and temporary benchmark, flowline elevations at cleanouts, perimeter elevations, etc.), therefore, it needs to be revised and resubmitted.
- On April 28, 2025, HDR reviewed and returned the 3rd Drainage Plan submittal for 1311 Pine Chase Drive. The Drainage Plan was approved with exceptions as noted.
- On April 30, 2025, HDR conducted a pre-construction drainage inspection at 1311 Pine Chase Drive. The inspection passed.

l) 1319 Pine Chase Drive –

- On May 8, 2025, HDR received the 1st As-Built Drainage Plan submittal for 1319 Pine Chase Drive. The plan is currently under review.

m) 1214 Ridgeley Drive –

- On May 8, 2025 (Revised May 14, 2025), HDR reviewed and returned the Drainage Plan Amendment #1 submittal for 1214 Ridgeley Drive. The Drainage Plan Amendment #1 is for the removal and replacement of the existing retaining wall, and was approved with exceptions as noted.
- On May 13, 2025, HDR received the Drainage Plan Amendment #2 submittal for 1214 Ridgeley Drive. The Drainage Plan Amendment #2 revises the pool and driveway improvements in order to comply with the City's impervious coverage requirements. This drainage plan amendment is currently under review.

n) 1323 Ridgeley Drive –

- On April 28, 2025, HDR reviewed and returned the 2nd Pool Drainage Plan submittal for 1323 Ridgeley Drive. However, the Drainage Plan requires corrections (e.g. not demonstrating positive drainage, need additional information on existing 4-inch drainage pipe at front ditch, etc.); therefore, the plan needs to be revised and resubmitted.
- On May 2, 2025, HDR reviewed and returned the 3rd Pool Drainage Plan submittal for 1323 Ridgeley Drive. The Drainage Plan was approved with exceptions as noted.
- On May 6, 2025, HDR conducted a silt fence inspection at 1323 Ridgeley Drive. The inspection passed.

o) 1209 Pine Chase Dr & 1307 Friarcreek Ln Drainage Easement Improvements –

- 1209 Pine Chase Drive Drainage Easement – In the April 15, 2025 City Council Meeting, the City awarded the 1209 Pine Chase Drainage Easement improvements work (e.g. installation of a concrete headwall for the 24-inch and 30-inch pipes at the outfall entrance, regrading of the existing ditch, removal and replacement of deteriorating concrete slope paving in the upstream area, and installation of uniform mortar coating of the recently stabilized slope paving in the area) to Infrastructure Construction Services (ICS) for a total cost of \$13,350.00. HDR coordinated with ICS (Contractor) and issued the Notice to Proceed on April 30, 2025. HDR is currently awaiting confirmation from Contractor on when they will begin the construction activities.
- 1307 Friarcreek Lane Drainage Easement – On May 1, 2025, HDR performed a site visit with the City and Mr. Jeff Mitchell, P.E. (HDR Senior Structural Engineer) to perform a preliminary assessment of the existing retaining walls, creek's bank slope stability and feasibility to construct a drop manhole to outfall the stormwater flow from this drainage easement into Spring Branch Creek. Upon review of the site conditions, Mr. Mitchell does not recommend the installation of a drop manhole at this location, instead he recommends basket gabions to gradually step down the outfall into the creek. He also recommended

that a new topographic survey be performed to better assess the existing conditions and constraints within the site in order to provide a final recommendation on the drainage improvements for this easement. Therefore, HDR has requested and secured a topographic survey proposal from Landtech, Inc. for this work, and will be presenting it to City Council for review and approval during the May 20, 2025 City Council Meeting.

p) Hilshire Green Paving, Drainage & Utility Improvements –

ANTICIPATED PROJECT TIMELINE:

Contract Award:	Tuesday, December 17, 2024
Pre-Construction Meeting:	Thursday, January 16, 2025
Construction NTP:	Monday, January 27, 2025
Construction Completion:	Thursday, June 26, 2025

- Thirty (30) out of thirty (30) Submittals received to date have been reviewed and returned to the Contractor as of the date of this report.
- Four (4) out of four (4) RFIs (Request for Information) received to date have been reviewed and returned to the Contractor as of the date of this report.
- On the week of April 14, 2025, the Contractor poured concrete pavement and driveways on the south side of Hilshire Green, sawcut pavement joints, began demolition work on the western half of the Hilshire Green westbound lane (e.g. north side) pavement, curb and driveways. Contractor did not work on April 18, 2025 in observance of Good Friday holiday.
- On the week of April 21, 2025, the Contractor continued demolition of pavement, curb and driveways, began paving grading and subgrade stabilization work on the north side (western half).
- On the week of April 28, 2025, the Contractor continued the demolition of pavement, curb and driveways, subgrade stabilization work, set the concrete forms and reinforcing steel, poured concrete pavement and driveways, sawcut pavement joints on the north side (western half). Contractor did not work on May 2, 2025 since they had to wait on concrete compressive strength test results before they could continue on the eastern half of the westbound lane (e.g. north side).
- On the week of May 5, 2025, the Contractor continued the demolition of pavement, curb and driveways on the north side (eastern half).
- On the week of May 12, 2025, the Contractor continued the demolition of pavement, curb and driveways, began paving grading and subgrade stabilization work, set the concrete forms and reinforcing steel on the north side (eastern half).

- The fourth Monthly Construction Progress Meeting was held on Thursday, May 15, 2025 at City Hall.
- Next week, if the Contractor is not able to pour concrete on Saturday, May 17, 2025, then they will do it on Monday, May 19, 2025. After they pour the concrete, they will have to wait for the 3- or 7-days compressive strength test results to confirm it has reached the minimum 3,000 psi before opening it to traffic.
- Upon the completion of the paving and driveways reconstruction work on the north side of Hilshire Green Drive (e.g. eastbound lane), the Contractor will install the concrete curbs on both sides of Hilshire Green Drive and the site restoration work to complete the paving reconstruction work for this project.
- On May 14, 2025, HDR reviewed and transmitted to the City, the Contractor's Pay Estimate No. 3 for work performed from April 2, 2025 through May 2, 2025. As of May 2, 2025, the Contract Time expended is 64.00% and the Contract Progress is 78.64%, therefore, the Contractor is well ahead of schedule.
- The Contractor anticipates being substantially complete with the project by end of May 2025 or approximately a month ahead of schedule.

q) Wirt Road Safety Project –

ANTICIPATED PROJECT TIMELINE:

Approval from COH:

March 18, 2025 (Updated)

Construction NTP:

TBD with Harris County Precinct 3

- As previously reported, on April 10, 2025, the City transmitted to HDR the executed Sidewalk Easement Dedication documents from The School of The Woods to the City of Houston (COH). HDR coordinated with Mr. Jordan Fairchild (COH Real Estate Group) on the preliminary review of these documents and the required procedures to submit these documents for final review and approval by the COH. Mr. Fairchild noted that electronic copies of the documents will need to be submitted through the City's Permitting Group and upon request, the original documents will need to be submitted as well. HDR is currently working with the City's Permitting Group to get these documents submitted and processed.
- Mr. Craig Koehl (C.N. Koehl Urban Forestry – HDR's Tree Protection Plan Subconsultant) has updated the Tree Protection Plans and incorporated the tree protection and mitigation measure associated with the 18 Hickory Shadows Drive and The School of The Woods trees.

- As previously reported, on March 10, 2025, HDR contacted Mr. Jason Hains (Project Manager at Harris County Precinct 3). Mr. Hains will be the main HC point of contact moving forward instead of Ms. Tina Liu. HDR will update the project plans with the revised tree protection plans prepared by Mr. Koehl and submit a copy to HC for final review and approval. Mr. Hains will follow up with his team to determine the next steps that will be required to begin construction of the project. HDR will follow up again with Mr. Hains and provide an update to the City during the May 20, 2025 City Council Meeting.

r) Hickory Shadows Paving, Drainage & Water Line Improvements Project –

ANTICIPATED PROJECT TIMELINE:

70% Submittal:	<i>Tuesday, April 22, 2025 (Updated)</i>
Public Meeting:	<i>Wednesday, May 14, 2025 (Updated)</i>
100% Submittal:	Thursday, June 5, 2025
City Council (Authorization to Bid):	Tuesday, June 17, 2025
Advertisements (2 weeks):	Weeks of July 7 and 14, 2025
Pre-Bid Meeting:	Thursday, July 17, 2025
Bid Opening:	Thursday, August 7, 2025
Recommendation to Award:	Thursday, August 14, 2025
City Council (Contract Award):	Tuesday, August 19, 2025
Construction NTP:	Monday, September 15, 2025

- HDR submitted the 70% Plans, Project Manual and Opinion of Probable Construction Cost (OPCC) to the City on April 22, 2025.
- HDR conducted the Public Meeting with the City, Residents/Stakeholders on May 14, 2025.
- HDR will address comments/concerns raised during the Public Meeting and revise/update the Plans, Specifications and OPCC as necessary, and submit the 100% Submittal to the City by or before June 5, 2025, and request approval from City Council on June 17, 2025 to advertise the project for bids.

s) Pine Chase Grove Water Meters –

- As previously reported, Infrastructure Construction Services (ICS) was awarded the contract for the Pine Chase Grove Water Meters for a total amount of \$23,900.00 at the January 28, 2025, Council Meeting. HDR coordinated with ICS (Contractor) and issued the Notice to Proceed on April 30, 2025. HDR is currently awaiting confirmation from Contractor on when they will begin the construction activities.
- On April 24, 2025, HDR met with City, Contractor (ICS) and Mr. John Harmon (COH Customer Account Services – CAS) to coordinate the trenching and conduit work required for the relocation of the meter vaults control boxes, as well as other work to be performed by the COH (e.g. meter vault hatch locks, painting of meter vault covers, installation of safety corner bumpers for the meter vaults).

- The COH has installed the locks on the hatches, ordered the special cable for the meter vaults control boxes relocations, and safety corner bumpers. HDR has provided the color selection for the meter vault covers to the COH, and we are currently following up with them on status of the pending items of work by the COH.

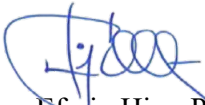
t) City-Wide Ditch Cleaning –

- HDR updated the exhibit and photographs of the proposed ditches to be cleaned with the additional locations requested by the City. HDR has requested and secured proposals/quotes from three (3) Contractors to perform this work and present them at the May 20, 2025 City Council meeting.

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 (10420677)