



**CD&D** Services, LLC  
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# Statement of Qualifications

for

**CD&D** Services, LLC

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## **1.0**      **Company Overview**

CD&D Services, LLC (CDDS), located in Fort Payne, Alabama, is a home owned and operated business grounded in a rich history of on-the-job work experience in the civil engineering drafting field. CDDS was established as a Limited Liability Corporation in August of 2008. CDDS is owned and operated by Edward R. Henderson, Jr. who has worked in the design drafting field for over (20) twenty years, with the previous (12) twelve years spent as the Computer Aided Drafting & Design (CADD) and Information Technology (IT) Manager for a civil engineering firm, also located in Fort Payne, Alabama. After graduating high school in June of 1985, Mr. Henderson earned an Associate Degree in Applied Science in Telecommunications and Outside Plant Engineering from Gadsden State Community College in June of 1990. Mr. Henderson graduated 3rd in his high school class, having been in the BETA club for the entirety of his high school years and National Junior Honor Society in his middle school years. After high school graduation he secured a job as a general laborer at a local Farmers Cooperative store and grainary where he worked during the day and attended night classes as he worked toward his college degree. It was during his last year of college that he secured employment with a local civil engineering firm and began his design drafting career.

Mr. Henderson would do conventional board drafting for over a year at his new position in the civil engineering firm before his training began in CADD using AutoCAD Rel. 8 on a DOS operating system workstation. As his training progressed, he would gain experience in civil engineering design by receiving preliminary sketches from the professional engineers with whom he worked, and then taking that preliminary design to a completed set of working drawings ready for the advertisement and bidding process. Mr. Henderson would also gain valuable knowledge in the downloading and manipulation raw data from survey data collection equipment, developing CADD standards, AutoCAD customization, emergency backup procedures, file archival, workstation hardware & software installation and diagnostics, as well as the everyday troubleshooting of various computer hardware and software issues. During the previous (12) years of his career as a CADD / IT Manager, Mr. Henderson was not only responsible for the majority of design drafting for an office staffed with multiple professional engineers and project managers, as well as his continuing duties of IT responsibilities, but also for the maintenance and administrative duties of the Local Area Network (LAN) and office file server. It is this knowledge from years of training and actual work experience that has enabled Mr. Henderson to establish his home owned and operated design drafting services company that is CD&D Services, LLC.

## **2.0 Standard Services**

CDDS is well aware that the workload of a civil engineering firm is one of extremes in many cases. As often said, it is either "feast or famine" when it comes to engineering projects that can be affected by such issues as: The monetary ability of clients to fund their own projects, the availability of monetary assistance in the form of government funding, and in many instances, the political atmosphere of local and state government. Keeping a steady flow of billable work is something that requires full time attention from all aspects of management within a civil engineering firm. But, even if a firm has paid careful attention to all of the factors that can affect the workflow of their office, surprise projects or sudden deadlines for existing projects will eventually come into play and often stress the design drafting department of that firm.

### **How does a civil engineering firm deal with problems such as these when they occur?**

The addition of another design draftsman by means of "Direct Hire" may be a possible option, but there is always a learning curve involved with new employees when it comes to adapting to new company specific standards and design drafting procedure. Furthermore, there is always the concern of having sufficient work available for this new employee after the immediate need has passed. Is it wise to take the chance on hiring someone that you may soon have to place on lay-off, or even terminate, because there is no longer work available to justify their continued employment? How will such decisions affect the reputation of your company, and how difficult will it be the next time you need an employee for just such moments as those you have just struggled through?

A "Contract Employee" might be another possible option for getting that "rush job" completed on time. Yes, staffing services, often referred to as "head hunters," are quick to supply many reputable firms with contract labor to assist them in these delicate times, while in the same process including themselves as a "middle man" and running the cost of labor up considerably in the process. This temporary fix will still require an interview process, the filing of certain paperwork with the staffing service, as well as finding a "space" for the contract employee now working under your care.

CDDS can save its clients valuable time and money by cutting out the "middle man" and offering our design drafting services to engineering firms at those critical moments, all backed by years of actual work experience and continuing education and training in the field of computer aided drafting and design. Since CDDS is a home owned and operated business, there is very little overhead built into our fees, and our clients are always able to communicate directly with the technician who is providing their design drafting services without the added responsibility for their "personal well-being."

## **2. 1 Water Treatment Facilities & Distribution Systems**

Mr. Henderson, owner / operator of CDDS, has years of experience in the design drafting of water treatment facilities and water distribution systems. The range of this experience includes conventional water treatment facilities to ultra-filtration water treatment facilities. Just recently he was afforded the opportunity to work on his first reverse osmosis desalination water treatment plant off the coast of Alabama. Mr. Henderson has also been fortunate to work on several water distribution system projects for some of the largest potable water distribution systems in the state of Alabama. A recent project that he worked on was for an expansion of a water distribution system that would consist of nearly (90) ninety miles of water lines, several ground storage tanks, and the remodeling of an existing building for use as a new management office for that system. This project also included the preparation of almost (10) ten miles of state highway permits in order to install water lines parallel to and across that distance of Alabama State Highway, all of which were prepared and submitted to the Alabama Department of Transportation by Mr. Henderson as part of this project.

## **2. 2 Wastewater Treatment Facilities & Collection Systems**

Mr. Henderson also has years of experience in the design drafting of wastewater treatment facilities and wastewater collection systems. The range of this experience includes conventional wastewater treatment to the use of ultra-filtration. Mr. Henderson has also worked on several wastewater collection projects which provided him some valuable design experience in the form of proper spacing of manhole locations, establishing the elevations necessary to obtain the proper slope of collection piping, calculating invert elevations at collection points, and obtaining cut & fill totals.

## **2. 3 Natural Gas Distribution Systems**

Living and working in the same town as one of the largest natural gas providers in our area of Alabama, Mr. Henderson has also been afforded the opportunity to work on several natural gas projects. This has ranged from relatively simple state road crossing permits to projects providing natural gas distribution to area businesses on multi-mile natural gas main extensions.

## **2. 4 Highway Relocations**

Our world is ever changing and this simple truth creates opportunities for utility companies to upgrade their existing utilities that may be affected by the expansion of our state roadways. Mr. Henderson has worked on various highway relocation projects which have consisted of the relocation of existing water mains, existing wastewater collection mains, and existing natural gas mains.

## **2.5 Civil Site Design and Land Surveys**

The expansion of water distribution systems, wastewater collection systems, and natural gas distribution systems do not solely consist of piping design. The addition of water tanks, pump stations, equipment structures, and office buildings as part of these type of projects have afforded Mr. Henderson the opportunity to gain valuable experience in civil site design and land surveys. This experience includes preparing land surveys, site grading & topographic plans, access road design, and various aspects of design drafting and permitting, such as highway access permits and best management practices plans, that often accompany these type of projects.

## **2.6 Architectural Site Design**

As with highway relocation projects, the expansion of towns and cities further into the rural areas of Alabama has created various opportunities for Mr. Henderson to obtain experience in architectural site design. Some of that experience has included design drafting for religious facilities, hotels, restaurants, and financial institutions. Mr. Henderson has several years of experience in working with land surveys, building layout, parking lot design, site grading, and building design.

## **2.7 Recreational Facilities Design**

Recreation is an essential part of life that many people often neglect. So many spend time "making a living" that they forget what "living" is about. Living includes times of recreation with our families and loved ones in order to strengthen these bonds. Over the past several years Mr. Henderson has worked on several recreational projects that include paved walking trails, city park gazebos, sports complex facilities, and camping facilities.

## **2.8 Highway and Railway Permit Applications**

There is a very important relationship that exists between public utility companies and the owners of city, county, and state highway right-of-way property. Though sometimes it is necessary to obtain private easements on which to install certain public utilities, the sharing of highway right-of-way property is a very necessary part of the expansion of utility companies' distribution and collection systems. Mr. Henderson has many years of experience with the highway permitting process which includes permits for parallel installation of utilities, road crossing permits, creek and river crossing permits, highway access permits, as well as railway crossing permits.

### **3.0**        **Equipment**

CDDS has the technical equipment necessary to provide our clients with the highest quality design drafting needs. Since Mr. Henderson has also served in the field of Information Technology (IT), he realizes the importance of keeping up to date with the latest forms of computer related hardware and software. Even when it is not possible, nor monetarily feasible, to purchase the latest and greatest hardware and software, Mr. Henderson understands the importance of keeping computer hardware and software operating at their peak potential in order to provide timely service to his clients.

#### **3.1**        **Hardware**

CDDS has at its disposal a total of (3) three computer workstations: (1) Gateway desktop computers, (1) Dell desktop computer, and (1) Pionex desktop computer. The primary workstation computer is a Gateway model DX441S with the Windows Vista Home Premium operating system, an Intel Pentium 2.0 GHz Dual Core processor, 4.00 GB of ram, a 500 GB / 7200 rpm hard disk drive, a HIS Radeon 1 GB video card, and dual 16x Super Multi Format Double Layer DVD-RW drives. CDDS is also equipped with several desktop printers and (1) large format printer/plotter. The primary printer is a Canon MP210 3 in 1 printer, scanner, and copier. Miscellaneous hardware includes digital cameras, digitizing tablets, flash drives, and universal hard disk drive adapter.

#### **3.2**        **Software**

CDDS currently uses AutoCAD LT 2002 as our primary drafting software. With the help of drawing file conversion software we are able to read most all versions of AutoCAD software files. Other software programs that CDDS has at its disposal are: MicroStation PowerDraft, MS Office, MS Works, numerous photo editing programs, as well as various file conversion tools. All workstations are equipped with virus and spyware/malware detection software that is kept up to date by regular updates.

#### **3.3**        **Client File Transfer**

CDDS is able to send and receive client working files using several methods: Email (File size limitations may apply), FTP Site (requires IP address and password), Local Postal & Carrier Services (U.S.P.S., UPS, & FedEx), and Local Business Pickup & Delivery.

## **4.0 Quality Assurance**

CDDS is a Christian based business. Mr. Henderson and his family are faithful Christians and attend worship services at the Sigsbee church of Christ in Fort Payne, Alabama, where Mt. Henderson is the regular preacher. Mr. Henderson has been a Christian for over (20) twenty years and is a diligent student of the Bible. He is also a regular Bible study teacher for adult and teenage classes. Mr. Henderson is well aware of right and wrong and the responsibility that God has placed upon all of His children to treat all people with the respect that they would want to be shown. These spiritual principles are those upon which CDDS has been established.

### **4.1 Quality Policy**

CDDS clients can rest assured of quality design drafting on their projects by knowing that Mr. Henderson will pay special attention to detail concerning every project that he receives. As part of our Quality Policy at CDDS, each client will receive a Project Evaluation Form after their projects have been completed. Should any of our clients ever feel that their project has not received the attention it should, we at CDDS welcome constructive criticism of our services and will treat all evaluations with the seriousness they deserve, and labor to the utmost to satisfy our clients' expectations if possible.

### **4.2 Client Confidentiality and Proprietary Rights**

CDDS will always keep the details of our clients' projects strictly confidential, especially in areas of public safety concerns such as source water assessments and such like. CDDS will never release any client information or divulge any client's proprietary rights without the written consent of that client. CDDS does reserve the right to use basic design information, standard details, and design drawings of such nature on any project deemed necessary, unless specifically prohibited by a client in writing. Our ability to use basic design information from other projects will help insure that all projects are completed in a timely manner, and is viewed as a common practice in the field of design drafting.

### **4.3 Record Retention and Archival Policy**

Having served as a former CADD / IT Manager, Mr. Henderson understands the importance of securing project records. Due to preference and space limitations, the majority of client project records are archived in digital format rather than hard copy format. All CDDS projects are cloned to an external hard disk drive at the close of each business day. This will help to insure the safety of client project files, as well as assist in the meeting of project deadlines should a workstation experience hardware failure. At the end of every week, a copy of all projects will be placed on removable media and stored at an off-site location in case of on-site disaster. At project completion, copies of project files are archived to compact disk for off-site storage, but the original files remain in place on the office workstation.



## **5.0 Summary Qualifications of Owner / Operator**

We at CDDS believe that the potential for CDDS to survive as a newly formed home owned and operated business lies within the ability to secure clients and develop a relationship of trust and reputation for quality services that will insure repeat business from those clients and establish a sufficient client base. Potential clients are encouraged to help be a part of this journey to success, but we also realize that it would be foolish for us to ask others to do so without providing them with sufficient evidence of our qualifications. Since CDDS is a fledgling business at the present time, and we have yet to accumulate sufficient work experience as a company, we can assure potential clients of our abilities due to the many years of actual work experience and training of our owner / operator, Mr. Henderson. The following is Mr. Henderson's Personal Résumé showing his Employment History, Education History, and some of the various types of projects on which CDDS can assist our clients.

### **5.1 Personal Résumé of Edward R. Henderson, Jr.**

- **Computer Aided Draftsman/Designer (04/2009 - 03/2011)**  
Jones, Blair, Waldrup, and Tucker, Inc.

#### Civil Drafting and Design

- **A.L.D.O.T. Road Design, Resurface and Striping**
- **Wastewater Collection Systems and Treatment Facilities**
- **Highway Relocations**
- **Civil Site Design and Land Surveys**
- **Recreational Facilities Design**
- **Mapping and G.I.S.**

#### CADD and Information Technology Management

- **Drafting Software Customization and Diagnostics** (AutoCAD Civil 3D 2011, Microstation V.8, Bentley InRoads, AutoCAD 2004-2011, and Eagle Point)
- **Virus Removal, Hardware & Software Support, & Network Support**
- **Project and File Server Archiving**

- **CADD/IT Manager (12/1996 - 05/2008)**

ADL, Inc., Fort Payne, Alabama / Ladd Engineering Assoc. (Civil Branch)

#### Civil Drafting and Design

- **Water Distribution Systems and Treatment Facilities** (Conventional, UF, & RO Desalination)
- **Wastewater Collection Systems and Treatment Facilities**
- **Natural Gas Distribution**
- **Highway Relocations**
- **Civil Site Design and Land Surveys**
- **Architectural Site Design**

- **Recreational Facilities Design**
- **Mapping and G.I.S.**
- **Permit Preparation** (State Highway Dept. and Railway Dept.)
- **Hydraulic Modeling**

CADD and Information Technology Management

- **Drafting Software Installation, Customization, and Diagnostics** (AutoCAD R.14 - AutoCAD 2008, Autodesk Civil 3D, and Autodesk Impression)
- **Development and Maintenance of Drafting Standards**
- **LAN Installation, Configuration, and Diagnostics**
- **Software and Project Archiving**
- **Software and Hardware Inventory**
- **Emergency Preparedness Plan**
- **Website Design**
- **Leadership Committee**

- **Computer Aided Draftsman/Designer (01/1989 - 12/1996)**  
Ladd Environmental Consultants, Inc., Fort Payne, Alabama

Civil Drafting and Design

- **Water Distribution Systems and Treatment Facilities**
- **Wastewater Collection Systems and Treatment Facilities**
- **Natural Gas Distribution**
- **Highway Relocations**
- **Civil Site Design and Land Surveys**
- **Architectural Site Design**
- **Recreational Facilities Design**
- **Mapping**
- **Permit Preparation** (State Highway Dept. and Railway Dept.)
- **Telecommunication System Mapping and Design**

Other

- **Software Installation, Customization, and Diagnostics** (AutoCAD R. 8 - AutoCAD R.14, etc.)
- **Hardware Installation, Customization, and Diagnostics**

## **Education History**

- **Associate Degree - Telecommunication Tech. (1986 - 1990, Graduate of 1990)**  
Gadsden State Community College  
Gadsden, Alabama
- **High School Diploma (1981 - 1985, Graduate of 1985)**  
Collinsville High School (BETA Club, Graduated 3<sup>rd</sup> in Class)  
Collinsville, Alabama

- **Elementary/ Jr. High School (1973 - 1981, Graduate of 1981)**  
*Ruhama Jr. High School (National Jr. Honor Society, Graduated 1<sup>st</sup> in Class)*  
*Fort Payne, Alabama*

### **Continuing Education Classes**

- **AutoCAD Civil 3D 2010 (2011)** - Gadsden State Community College
- **Autodesk Civil 3D Essentials (2007)** - ALACAD
- **Autodesk AutoCAD Update (2006)** - ALACAD
- **Autodesk Civil Design (2002)** - ALACAD
- **Mastering Today's AutoCAD (2000)** - ALACAD
- **Troubleshooting, Maintaining, and Upgrading PCs (1999)** - CompuMasters
- **AutoCAD 3D Drafting (1999)** - Wallace Community College
- **Maximizing AutoCAD (1998)** - CADtech Seminar
- **AutoCAD Rel. 12 Update (1994)** - Chattanooga State Technical College
- **Basic AutoCAD (1989)** - Chattanooga State Technical College

***(Letters of Reference provided upon request)***