



# City of Manhattan Beach

## Supplemental Questionnaire Senior Civil Engineer, Job No. 18-037

Name:  
Please print  
legibly

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The purpose of this questionnaire is to provide applicants the opportunity to describe in detail their experience as it relates to the duties of this position. Respond as briefly as possible, but be specific, thorough, and accurate in providing details. This supplemental questionnaire will be used to assist the City of Manhattan Beach in selecting candidates to participate further in the selection process.

**INSTRUCTIONS:** On separate sheet of paper and limiting your response to no more than one (1) page for each question, please respond to the following questions. Be sure to include your name on the page of your responses. Submit your completed questionnaire along with the City of Manhattan Beach employment application form.

1. Please describe your most challenging project or your most significant project accomplishments from any position you have held previously.
2. Describe your experience in preparing engineering design or construction management RFP's (Request for Proposal) and contracts, and in selecting and managing consultant contracts.
3. Please describe the most significant five (5) public work projects (i.e. street, sewer, water, drainage, building, etc.) you have managed in the last ten (10) years. For each project, please be sure to include: (a) scope and duration of project; (b) your role; (c) budget and source of funding; (d) staffing assigned – direct reports and contract personnel; and (e) dates.

I affirm with my signature below that my responses to the above questions on the attached pages are true and correct to the best of my knowledge. I understand that falsified information or failure to attach this Supplemental Questionnaire to my packet will be cause for disqualification.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_