



## CITY OF LAGUNA NIGUEL

### SUPPLEMENTAL QUESTIONNAIRE CONTRACTS ADMINISTRATOR

1. How many years of experience do you have in contract administration?

\_\_\_ Less than two years

\_\_\_ Two years to four years

\_\_\_ More than four years

2. State the types of contracts you have experience preparing and administering. Be specific about your role, name of employer and the years of experience with each.

3. List at least five services/projects/programs where you have been responsible for the preparation, procurement and implementation of request for proposals, and/or informal and formal construction bid documents. Be specific about the duties you performed, your role, and the name of employer with each.

4. List at least three projects where you have been responsible for the contract administration or construction of public works capital improvement projects as it relates to the Public Contract Code. Be specific about your role and the name of employer with each. If none, type N/A.

***Use additional sheets if necessary.***

**Note:** A resume will not be accepted in lieu of answers to the questionnaire. Submit your completed Supplemental Questionnaire with your Employment Application.