

Attachment 2 - Site Visit Protocol and Q&A Process

Site Visit Location	Wells Fargo Building, 221 N. Kansas St., El Paso, TX 79901
Date / Time	July 16, 2026, at 9:00 a.m. – 10:00 a.m.

Purpose

The purpose of the site visit is to provide attendees physical access to the project space to ensure they have knowledge of the existing physical conditions of the space, align their understanding of project scope, identify any potential risks associated with the project, facilitate dialogue, and improve the quality of proposals.

Site Visit Outline

- ☒ Arrival
- ☒ Sign into Event Roster
- ☒ Stand by in designated areas
- ☒ Kickoff — Project owner/PM team introductions
- ☒ Safety Briefing — emergency procedures and fire exits
- ☒ Project overview
- ☒ Conduct site walkthrough

Q&A Location	123 W. Mills Ave., Suite 111, El Paso, TX 79901
Date / Time	February 16, 2026, 1:00 p.m. – 2:00 p.m.

Purpose

The purpose of the Q&A is to provide attendees the opportunity to submit questions regarding the project and receive answers that will facilitate and improve the quality of proposals.

Q&A Session Outline

- Introduction and Welcome
- Demo and Site Preparation
- Office Space construction
- Scope of Work
- General Requirements
- Other

Rules of Engagement

- ⌘ The solicitation for this project is competitive and is therefore subject to strict rules to ensure that no firm has a competitive advantage. All questions and answers will be made public to all firms. During the walk-through portion of the site visit, firms will record their questions and hold them for the live Q&A session at 1:00 p.m.
- ⌘ If a firm has additional questions after the event is complete or did not participate in the Q&A session but has questions, they must submit questions in writing by **10:00 p.m. MST, July 16, 2026**. Responses will be provided through an official addendum and posted with the Solicitation.
- ⌘ Firms are responsible for bringing their own copies of any paperwork they deem necessary to complete a successful walk-through. This includes any of the attachments to the solicitation (As-builts, CAD drawings, paper, pen, etc.)
- ⌘ Firms are responsible for providing personal protective equipment (PPE).