

Request for Expressions of Interest

Development of Municipal and Regional District Tax (“MRDT”) Implementation and Communication Plan

The City of Merritt (the “City”), in conjunction with the Merritt and Nicola Valley Destination Marketing Society (“Tourism Nicola Valley”) are working together towards the establishment of an MRDT tax in the City of Merritt. The City is seeking a consultant to assist with the development of an MRDT Implementation and Communication plan, and budget dependent, to continue to assist the parties through the establishment of the MRDT.

The scope of work for this project will include:

- Identifying all stakeholders that will need to be engaged through the MRDT establishment process
- Preparing a plan and any necessary materials for engaging all stakeholders and resolution of stakeholder concerns
- Assisting the City and Tourism Nicola Valley in the preparation and completion of all application requirements set out in the [Municipal and Regional District Tax Program Requirements](#) guidebook.

The City anticipates that most work will be able to be completed remotely, though the consultant will meet with City and Tourism Nicola Valley representatives for one day in-person, and budget dependent, the consultant may be involved with in-person stakeholder meetings.

The ideal consultant has excellent communication skills and a background in strategy development and project management, having assisted other local governments or eligible entities in the MRDT establishment process.

The City and Tourism Nicola Valley aim to apply for the MRDT in 2022, with an effective tax implementation date in 2023.

Any consultants interested in assisting with this project may respond to this Request for Expressions of Interest by making a submission (not to exceed 5 pages) containing relevant experience, qualifications, rate information, and plans to fulfill the scope of work. Submissions should be directed to Sean Smith, Chief Administrative Officer, City of Merritt at ssmith@merritt.ca.

The deadline for submissions is November 30, 2021, after which the City will engage with interested consultants and directly award a contract for this work.