

Invitation for Expressions of Interest: Visitor Information Centre

The Town of Rocky Mountain and Clearwater County is seeking Expressions of Interest (EOI) from qualified individuals/organizations interested in providing services related to the **operation of the Rocky Mountain House Visitor Information Centre in 2027**, located at 5398 48 Street.

The purpose of this EOI is to identify interested and capable organizations or individual with the experience, expertise, and capacity to support the successful delivery of the effective operation of the Rocky Mountain House Visitor Information Centre.

Requirements:

The Town and County hereby agree to engage the contractor to provide the Town and County with services consisting of:

- Hiring and maintaining appropriate staffing levels for visitor volumes.
 - May 01 – May 31, 2027 – 5 Days/week (weekdays)
 - June 01 – August 31, 2027 – 7 Days/week
 - September 01 – September 30, 2027 – 5 Days/week (weekdays)
- Maintain extended hours of operation during summer months
- Operate and maintain Sani Dump. Town of Rocky Mountain House Engineering & Operations department is to be contacted for required cleaning.
- Responding to visitor request in person, via e-mail, phone or by letter.
- All staff will be kept up to date with the latest information with visitor experience operations and attractions.
- Keep the VIC operating area clean/tidy and organized.
- Track number of visitors, visitors request, and postal codes. Provide reports to both municipalities by October 8, 2027.

Submission Requirements

Interested parties are requested to provide:

- A brief overview of your organization and relevant experience.
- Qualifications and expertise related to the opportunity.
- Examples of similar projects or initiatives completed.
- Key contact information.
- Any additional information demonstrating suitability.

Submission Deadline

Expressions of Interest must be received no later than **September 16, 2026**

Submission Method

EOIs should be submitted electronically to:

Jeff Hartling
Economic Development Officer
Town of Rocky Mountain House
Email: jhartling@trmh.ca
Phone: 403 846 4260

Please note that this Expression of Interest process is intended for information gathering and does not constitute a commitment to enter into a contract or agreement.

The Town of Rocky Mountain House and Clearwater County reserves the right to accept or reject any submission and to proceed with or cancel the opportunity at its sole discretion.

We look forward to receiving your submission.
