



**Request for Quote  
for  
Website Development for Niagara District Airport**

Request for Quote No.: **2025-RFQ-01**

Issued: **July 23, 2025**

Submission Deadline: **August 15, 2025 at 2:00 p.m. EST**

Bid Contact

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## Invitation to Proponents

This Request for Quote is an invitation by Niagara District Airport (NDA) to prospective proponents to submit quotes for developing a new website for NDA, as further described in this document.

## Company Background

Located in the heart of the Niagara region, NDA serves as a premier gateway to Niagara's wineries, theatres, golf courses, festivals, casinos, and the world-famous Niagara Falls.

NDA has a 5,000-foot runway and sees a wide variety of aviation-related activity, including corporate and private charter traffic to support a 13-million+ tourism industry in Niagara. The airport is home to one of the oldest training schools in Canada, has NAV Canada on-site and supports the presence of both fixed-wing and helicopter traffic.

Jointly owned by the Town of Niagara-on-the-Lake, City of Niagara Falls, and City of St. Catharines, NDA is nearing its 100th anniversary in 2029 and continues to be an integral component of the Niagara region's transportation industry for the movements of goods, services and people.

NDA is currently finalizing its 2025-2045 Master Plan, which establishes a clear, strategic vision for NDA and will serve as a vital framework for sustainable, achievable growth – particularly as it relates to enhancing air access to Niagara.

## Scope of Work

NDA's current website is [www.niagaradistrictairport.ca](http://www.niagaradistrictairport.ca) (also [www.niagaradistrictairport.com](http://www.niagaradistrictairport.com)). This website is outdated, lacks a user-friendly interface, and is difficult for staff to manage and update on the backend in its current state.

NDA requires an updated, user-friendly, easy-to-navigate website that encourages users to interact with the website and explore what the airport – and the Niagara region – has to offer. The website should reflect NDA's Mission, Values, and Vision (*To become an indispensable aviation gateway*) and that NDA is Niagara's only certified airport, supporting its \$13 million + tourism industry.

The scope of work for this project includes (but isn't limited to):

### Develop and design new, user-friendly website

- Develop and design a new, user-friendly website that is reflective of NDA's Mission, Values, Vision, and Master Plan (to be completed September 2025)
- Enable users to easily navigate and interact with the website, accessing information they need quickly and logically

- New, vibrant, bold imagery telling the story of NDA as Niagara’s only certified airport, and how NDA is positioned to support Niagara’s tourism industry (ie. Niagara Falls, wineries, casinos, theatres, golf courses, etc.), providing visitors flying in the opportunity to experience all Niagara has to offer
- Guide a site-mapping exercise to determine the best layout, navigation paths and flow of new website
- Include interactive news portal to highlight media releases and other news items
- Include portal for public-facing Commission meeting documents
- Include page for pilot and flight dispatch information

### **Recommend and/or implement hosting solution/services**

- NDA’s current website is hosted on HostGator
- NDA does not have internal IT resources, IT is outsourced to third-party company; primary website lead is Communications Manager
- Recommend a hosting service solution that will continue after the website is implemented
- Possible ongoing management/hosting of the website after the contract concludes

### **Coordinate and deliver visual assets**

- Coordinate photo/video shoots for assets for the website and for NDA to own and use via other communication mediums such as social media
- Including (but not limited to): airport terminal, visitors at airport, airplanes on the apron/flying/taking off/landing, photos of Niagara Falls, Niagara-on-the-Lake vineyards, historic Niagara-on-the-Lake downtown, and other tourism destinations in the Niagara region, including aerial shots

### **Optional inclusions**

- The following components are desirable to have built in to the website, but are not mandatory:
  - Embedded payment system for parking payments (the current website does not have this)
  - Interactive embedded map of nearby tourist attractions
  - Internal portal for confidential documents for Commission meetings (for Commissioners to log on and access non-public documents)

### **Quote Requirements**

In an attached document (PDF slide deck or word document), please provide the following:

1. **Company and contact information**

2. **Experience and qualifications:** provide experience and qualifications of your team as it relates to the scope of work
3. **Service delivery model:** brief explanation of your creative and website development process; if applicable, include how website updates and support requests will be managed
4. **Timeline:** provide a timeline of the expected work to be completed, including anticipated start date availability, and what the transition plan is to move from old website to new website
5. **Availability and communication:** hours and days of operation; team availability to contact by email/phone; expected number of touch point meetings required
6. **Contract price submission:** list base price, HST amount, and total price after tax
7. **Pricing for optional inclusions:** provide additional cost breakdown for the embedded payment system, interactive embedded map, and internal Commission portal
8. **Monthly service fee:** if applicable, provide a monthly cost breakdown of what it would cost for an ongoing website maintenance model, emergency support, etc.
9. **References:** provide a minimum of three project examples for a similar scope of project

## Key Dates

- Issue Date: July 23, 2025
- Submission Deadline: August 15, 2025 at 2:00 p.m. EST

## Submission Process

NDA will receive all bids via email at [mmcrae@niagaradistrictairport.ca](mailto:mmcrae@niagaradistrictairport.ca) on or before August 15, 2025 at 2:00 p.m EST. The email should have the subject line "2025-RFQ-01 Website Development for Niagara District Airport." Submissions must be in PDF slide deck or word document format. All contact and questions regarding this RFQ should be made to the same email address above.

## Evaluation and Notification Process

NDA reserves the right to accept or reject any bid. All bids must be valid for a minimum of 45 days from the date of this request closing.

## Cancellation

NDA may cancel or amend the RFQ without liability at any time.