



Proposal for  
**Technology for Buses**  
RFP TM-24-01

Attn: Richard Appelhanz  
Topeka Metropolitan Transit Authority

201 North Kansas Avenue  
Topeka, KS 66603

Submission Deadline: November 30, 2023, 3:00 pm CT

**Brady Young**  
Director of Sales & Partnership

brady@peaktransit.com

www.peaktransit.com

Phone: (317) 447-4038

Fax: (317) 732-5911

600 E. Colonial Drive, Ste 100

Orlando, FL 32803

Prepared with care by:



*This proposal is valid for one-hundred twenty (120) days from the submission deadline*

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# Cover Letter

December 14, 2023

**Richard Appelhanz**  
**Topeka Metropolitan Transit Authority**  
**201 North Kansas Avenue,**  
**Topeka, KS 66603**

**Peak Transit LLC**  
600 E. Colonial Drive, Suite 100  
Orlando, FL 32803  
Phone: (805) 394-8626  
Fax: (805) 856-1574  
sales@peaktransit.com  
www.peaktransit.com

**Re: RFP TM-24-01 - Proposal for Technology for Buses.**

**Peak Transit LLC**, (PT) is excited to introduce our proposal to the **Topeka Metropolitan Transit Authority (Topeka Metro)** for a turn-key, scalable, reliable, easy-to-maintain, highest quality and easy-to-learn and use **Intelligent Transportation System (ITS)** for fixed-route buses with various components, and as described in **RFP TM-24-01**. Our cutting-edge systems seamlessly align with **Topeka Metro's** broader initiatives to support the production of its public transportation services, promising a seamless integration into the fabric of its ambitious current and future projects.

Dedicated to delivering quality intelligent transit solutions, our mission revolves around enhancing efficiency, security, and technological sophistication. In pursuit of this objective, we provide users with complimentary access to extensive public transportation information across various modes. Our user-friendly mobile applications, designed for all ages and proficiency levels, are supplemented by real-time updates that fortify the reliability of fixed-route transportation solutions. Infused with flexibility, our services empower both dispatchers and riders with real-time vehicle location insights, creating a seamless transit experience. Our expertise shines in providing intelligent transit solutions within the Fixed-Route sector.

Recognizing the imperative for a cutting-edge turnkey solution, while maintaining fiscal responsibility, PT recommends adopting a pragmatic approach that prioritizes cost savings without compromising service quality. To achieve this, we propose a comprehensive strategy that optimally blends existing hardware with the option to upgrade as needed.

PT's proposed solution for **Topeka Metro's** transit services embodies scalability, granting the flexibility to seamlessly integrate additional features without necessitating the replacement of existing hardware. Embracing off-the-shelf hardware and open-source software, PT provides a cost-effective alternative to proprietary solutions, ensuring **Topeka Metro's** autonomy and fiscal prudence. This strategic approach not only enables substantial cost savings but also upholds service quality, aligning with **Topeka Metro's** commitment to delivering an exceptional rider experience and meeting financial objectives. Moreover, the incorporation of supplementary



solutions can be achieved without the upheaval of hardware replacement, culminating in substantial cost savings and an enhanced potential for scalability.

Fully invested in **Topeka Metro's** transit goals, it is paramount to PT that **Topeka Metro** gains complete confidence and control over its fixed-route and paratransit scheduling and dispatching operations and achieves peak performance. With a track record of similar implementations across North America, our experienced installation team and support staff will work closely with you to ensure a timely and successful deployment, building on our 100% success rate. Additionally, **Topeka Metro** can expect comprehensive training, a personal project manager, and 24/7/365 support throughout the implementation process and partnership.

In conclusion, PT is excited to partner with **Topeka Metro** in revolutionizing its transit services. Our cutting-edge ITS will deliver a cost-effective and advanced solution without compromising quality. With our dedicated support and proven track record, we are committed to ensuring a seamless deployment and helping **Topeka Metro** optimize its transit operations. We look forward to discussing this proposal with you further and exploring how our tailored solutions can best meet **Topeka Metro's** unique needs and objectives. Together, we will elevate the commuting experience and create a lasting impact on your community

Thanking you,

Sincerely,

A handwritten signature in black ink, appearing to read "Brady Young".

**Brady Young**  
**Director of Sales & Partnerships**

For any matters regarding the information submitted in this proposal, please contact:

**Mr. Brady Young, Director of Sales & Partnerships, Peak Transit**

600 E. Colonial Drive, Ste 100, Orlando, FL 32803

(317) 447-4038 | brady@peaktransit.com

## Executive Summary

**Peak Transit** is on a mission to redefine the landscape of intelligent transit solutions, delivering a seamless fusion of efficiency, security, and cutting-edge technology. Our commitment translates into providing users with open access to public transportation information across diverse modes, accompanied by user-friendly mobile applications tailored to every demographic. Furthermore, our dedication to real-time updates for fixed route transportation solutions forms the bedrock of our service ethos.

Engineered with flexibility at its core, our approach caters to the needs of both dispatchers and riders, culminating in a fluid transit experience powered by real-time vehicle tracking. Our experience in crafting intelligent transit solutions spans the realm of Fixed-Route operations. This proficiency is evident through our successful deployment of transit-specific mobile apps, catering to a spectrum of fleets encompassing varied vehicle types and manufacturers.

At **Peak Transit**, collaboration is in our DNA. We leverage our extensive experience to foster inter-agency synergy, exploring possibilities in technology, data, and capital equipment collaboration.

In this proposal, we present a comprehensive overview of our capabilities, underscored by our track record in executing projects and crafting tailor-made solutions that precisely match the contours of **Topeka Metro's** requirements. We offer a spectrum of solutions, including turnkey options when warranted. Rest assured, our commitment extends to the transparency of our offerings; all pertinent information about our products and services, including customer references, is shared herein. These references are a testament to our expertise and commitment, and **Topeka Metro** is encouraged to engage with them for insights into the potential partnership that lies ahead.

Peak Transit has included a detailed **Implementation/Installation Plan** with a **Gantt Chart** showing the timelines. Moving forward, the timelines may undergo some changes based on inputs from the **Topeka Metro** Project Manager. The **Price** section in this proposal contains the pricing details.

# Understanding of the Scope & Specifications

Provide a description of your understanding of, and ability to fulfill, the scope and specifications listed in Part I.

## Project Understanding

### Project Scope

The **Topeka Metro** project encompasses the enhancement of transit technologies and the improvement of the passenger experience for the public transportation system. The key elements of the scope include provisioning and installation of:

- **CAD/AVL system**
- **Customer-facing Mobile Application/Website**
- **Customer Service Support**
- **Automatic Passenger Counter (APC) Systems**

### System Objectives

The primary objectives of this project are as follows:

- **Real-Time Information:** Provide real-time route and vehicle information accessible via a user-friendly web interface. This information should be available to passengers, dispatchers, and managerial staff.
- **Operational Reporting:** Enable the system to generate comprehensive operational reports. These reports should cover critical aspects such as route timings, passenger wait times, trip counts, operator performance, and vehicle speed and movement.
- **AVL System Installation & Upgradation:** Implement the AVL system in 26 fixed-route buses, with an option to extend this functionality to additional fixed-route buses in the future.
- **APC and AVA Installation:** Install APC systems in all 26 vehicles to enhance passenger counting accuracy and communication.
- **System Integration:** Integration of the new system with some of the existing system components.

The **Topeka Metro** project aims to modernize the City's public transportation system by implementing advanced transit technologies. The focus is on real-time data accessibility, passenger communication, and operational efficiency. The successful execution of this project will result in an improved and more user-friendly public transportation experience for the City's residents and visitors.

## Scope of Work

### AUTOMATED VEHICLE LOCATION / COMPUTER AIDED DISPATCH (AVL/CAD)

#### REQUIRED

##### Headsign Integration

- Integrate with existing headsigns (all existing equipment is detailed in Appendix 1)

Peak Transit can comply with this requirement. We have accomplished similar integrations with existing headsigns in many of our past projects.

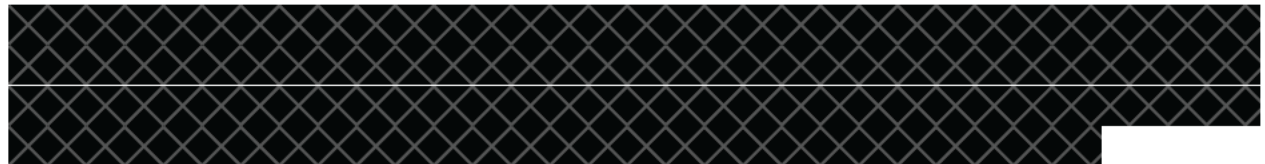
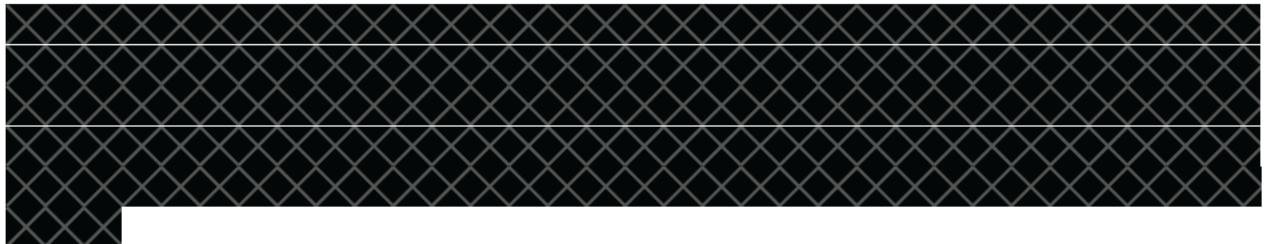
##### Integrate/Replace APCs

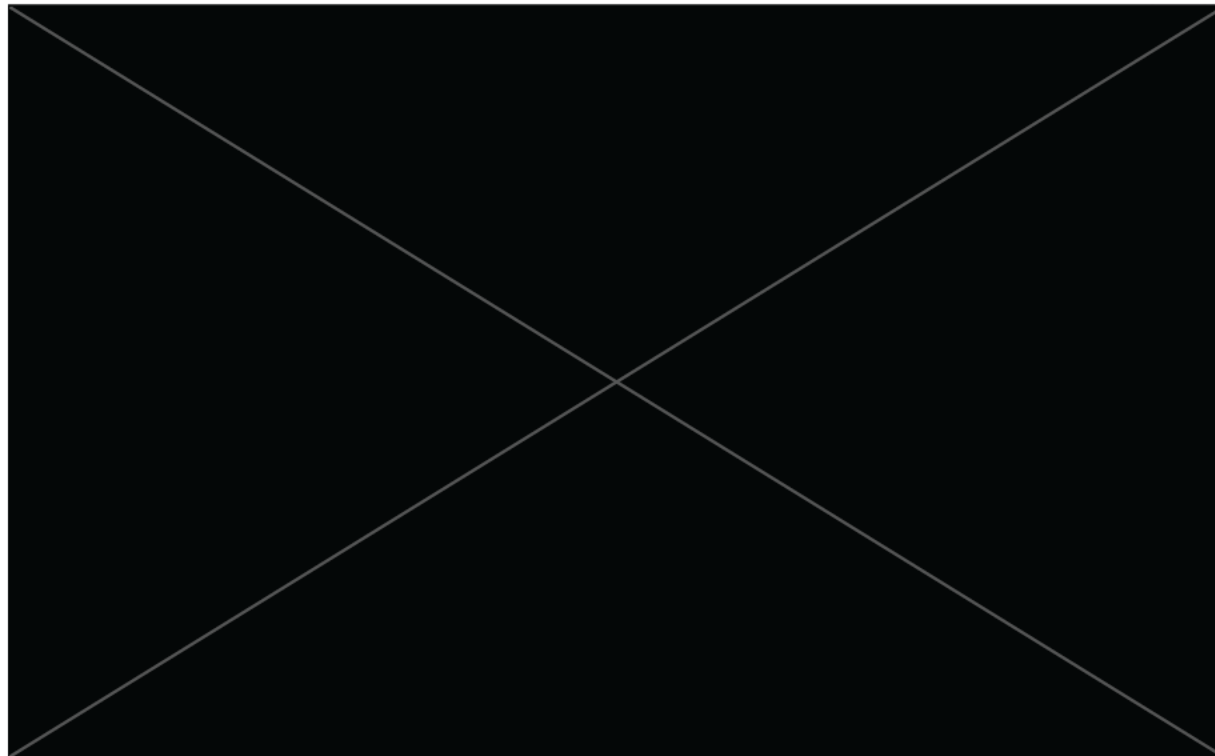
- Integrate with or replace existing automated passenger counters

Peak Transit can comply with this requirement. We have accomplished similar integrations in many of our past projects.

##### Real-time Bus Location

- Provide real-time location of buses





### **Location Update Frequency**

- Provide location updates every 15 seconds or less

Peak Transit can comply with this requirement.

### **4G LTE Connectivity**

- At least 4G LTE cellular connectivity

Peak Transit makes a note of this requirement and can comply.

### **Import Route & Stop Information**

- Ability to easily import initial route and stop information

Peak Transit can comply with this requirement. Route and Stop information can be imported into the Peak Transit CAD/AVL system.

### **Route & Stop Information Update**

- Ability to easily and intuitively update routes and stop information from a desktop interface, including the input of temporary stops and detours

Route and Stop information are easy to edit and update from a desktop interface. Peak Transit can comply with this requirement.

### Schedule Detours & Route Deviations

- Ability to schedule detours and route deviations which are reflected in all internal and customer-facing real-time maps

Peak Transit can comply with this requirement. All updates to the CAD/AVL system are displayed and can be viewed on all customer/user interfaces - desktop, tablets and iOS or Android smartphones.

### Add/Modify Bus Announcements

- Ability to add or modify bus annunciator announcements from the desktop

Peak Transit can comply with this requirement.

### Update Inside/Outside Headsign Messages

- Ability to update inside and outside headsights messages from the desktop including upcoming stops and PR messaging

Peak Transit can comply with this requirement. The proposed CAD/AVL system has all controls to make changes or add information to be viewed on internal and external headsights, simultaneously or selectively, as may be required by Topeka Metro. These can be done from the desktop interfaces and will not be limited to updating messages for upcoming stops and PR messages.

### Geofence for Announcements & Headsign Messages

- Ability to define the geofence to trigger annunciators and head signs from the desktop

The Peak Transit system meets these requirements. Announcements for Geofences can be configured from the user desktop interface.

### Approach to Geofences

- Ability to define approach heading into geofences to trigger events for annunciator and headsight output

Peak Transit can comply with this requirement.

### Data Feed Format

- Provide data feed using an industry-standard data format for real-time signage at stations/stops including, but not necessarily limited to, next 5 arriving buses with arrival times, and routes served

Peak Transit can comply with this requirement. The system can be configured to meet Topeka Metro's requirements.

### Open API

- Provide open API feed to customer-facing transit apps, e.g. Transit App, including the ability to export GTFS and GTFS-RT feeds at no additional cost.

Peak Transit can comply with this requirement.

## GTFS-RT

- Provide GTFS-RT feed continuously from day one of operations.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

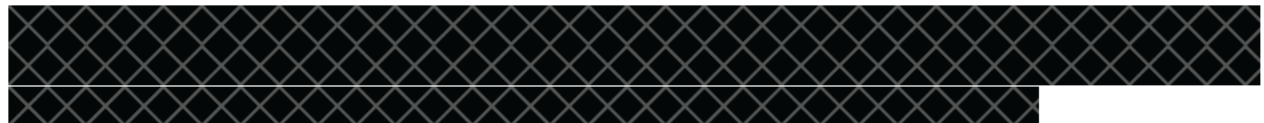
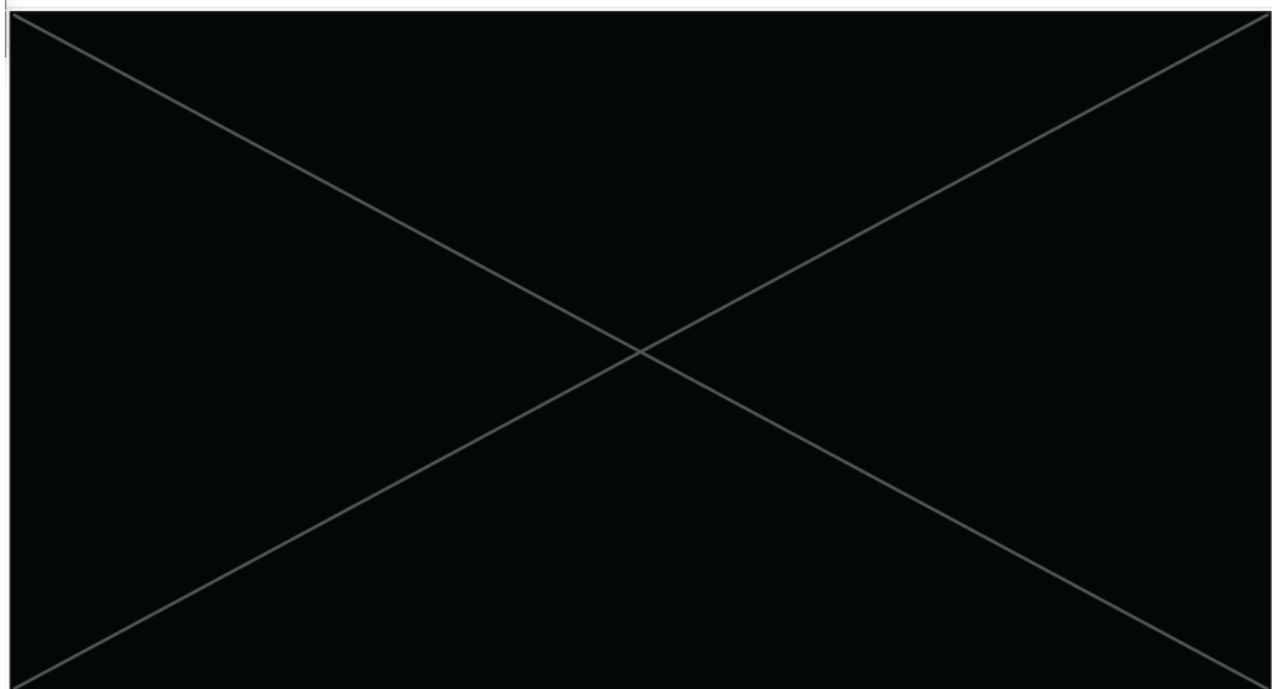
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### Realtime Updates to GTFS Static & RT Feeds

- Provide real-time updates to GTFS static and RT feeds when a detour occurs and routing must be modified.

Peak Transit can comply with this requirement.



### GTFS-RT Feed Status

- Guarantee GFTS-RT feed will not be broken or inoperable due to updates in GTFS static feed.



Peak Transit can comply with this requirement.

### Background Support for Dispatch & Operations

- Provide backend support for dispatch and other bus operations
  - o Route performance analytics
  - o Real-time vehicle location mapping with ability to monitor speed, buses departing from defined routes, adherence to on-time performance (OTP)
  - o Ability to playback historic bus movement, speed, etc.
  - o Run-time, dwell time, OTP, and headway dashboards and/or reports
  - o National Transit Database (NTD) certified bus operating reports

Peak Transit can comply with these requirements.

### Summary of On-time Performance Status

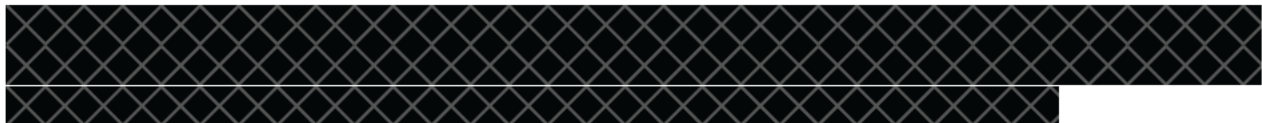
- View a summary of network-wide on-time performance for all routes, including daily, weekly, and monthly trends
  - o Investigate on-time performance issues as well as passenger ridership by:
    - route
    - stop along a route
    - distribution of how early and how late
    - time of day
    - tabular heatmap format organized by schedule



- o Users can:
  - Edit how they define “on-time”
  - Adjust the dates/times over which the reports are run

Peak Transit makes a note of these requirements and can comply.

- o Reports include information about service changes that impact on-time performance



o Reports include all scheduled stops with, as well as without, an observed departure time (including missed data and missing service)

Peak Transit makes a note of these requirements and can comply.

o Download reports in CSV and Excel formats

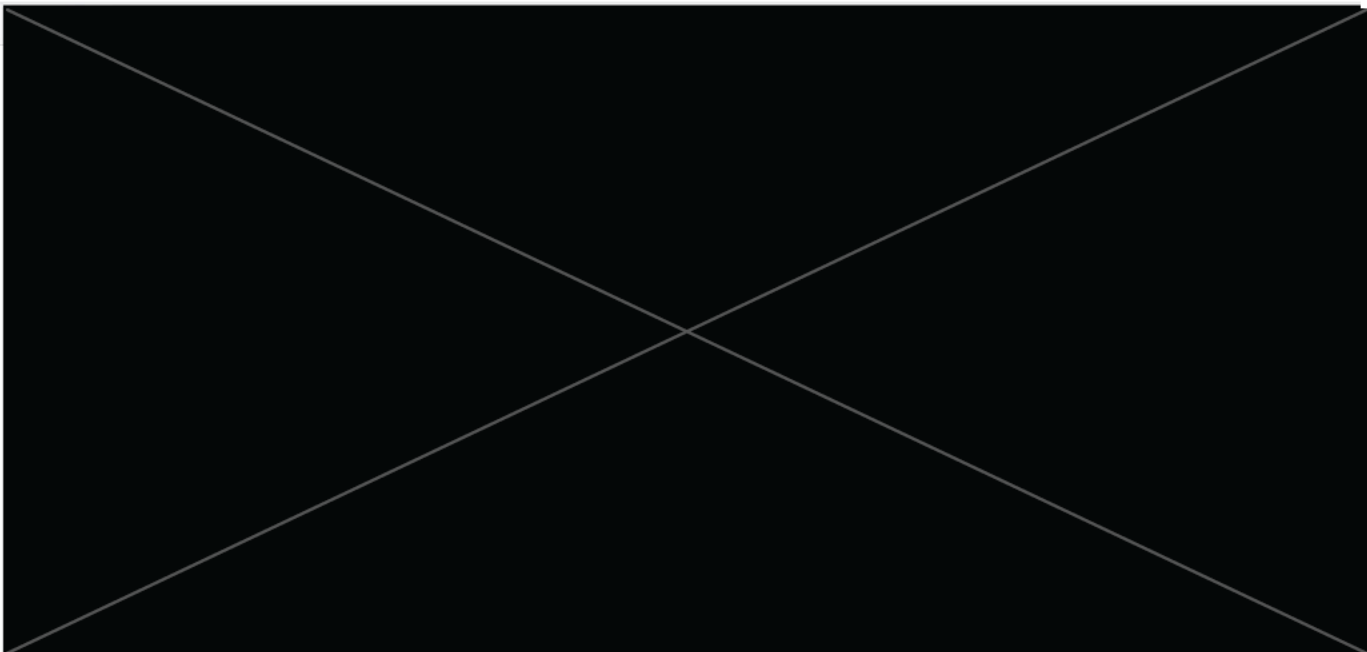


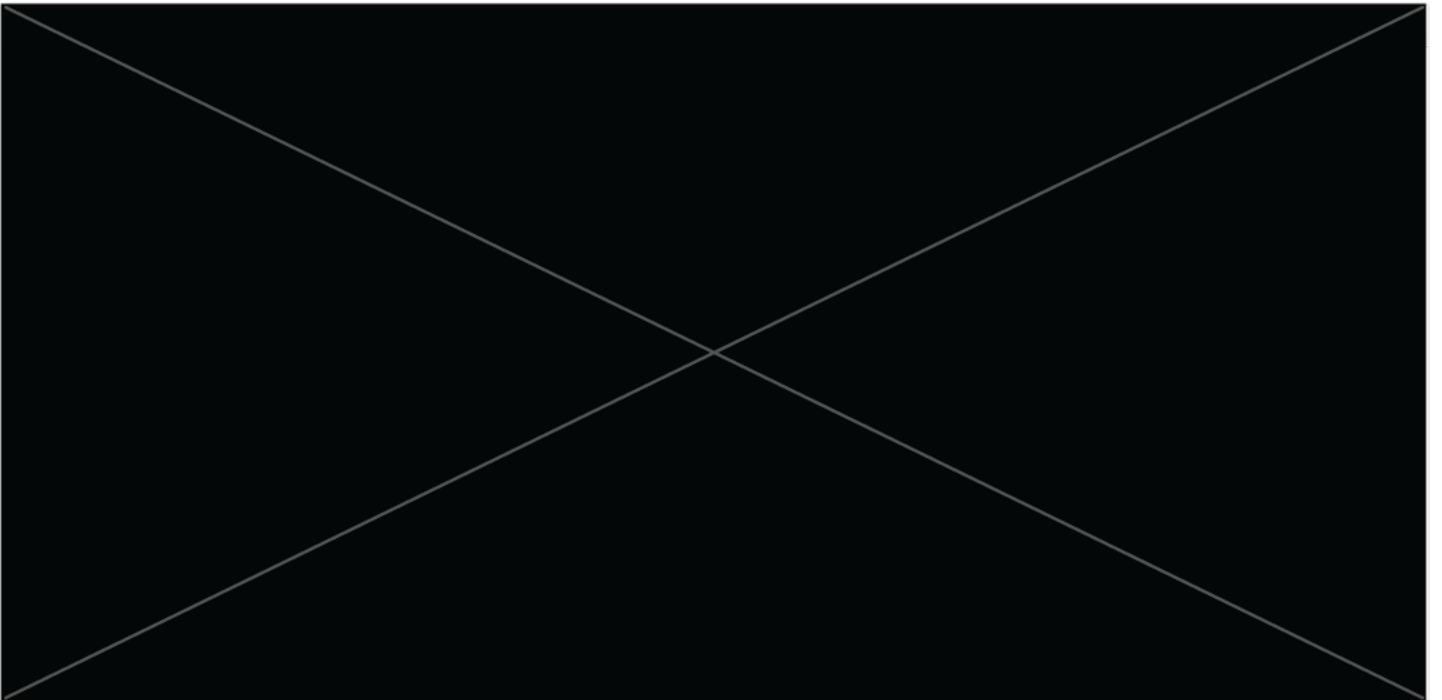
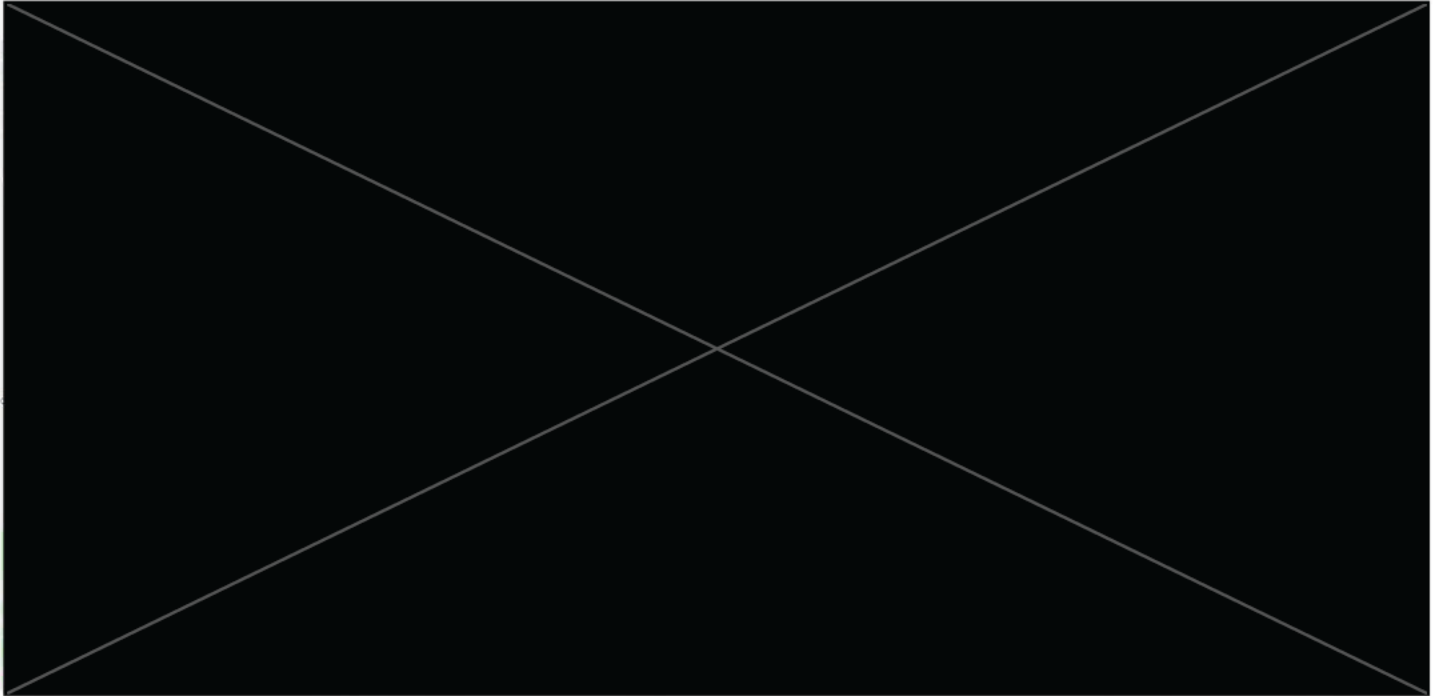
### Historic Playback

• Map-based historic playback of vehicle locations by route or a specified vehicle by date/time range with playback functionality

o Users can investigate vehicles by:

- o route
- o destination
- o trip or block being operated
- o on-time performance or headway adherence
- o date and time range
- o operator
- o bus





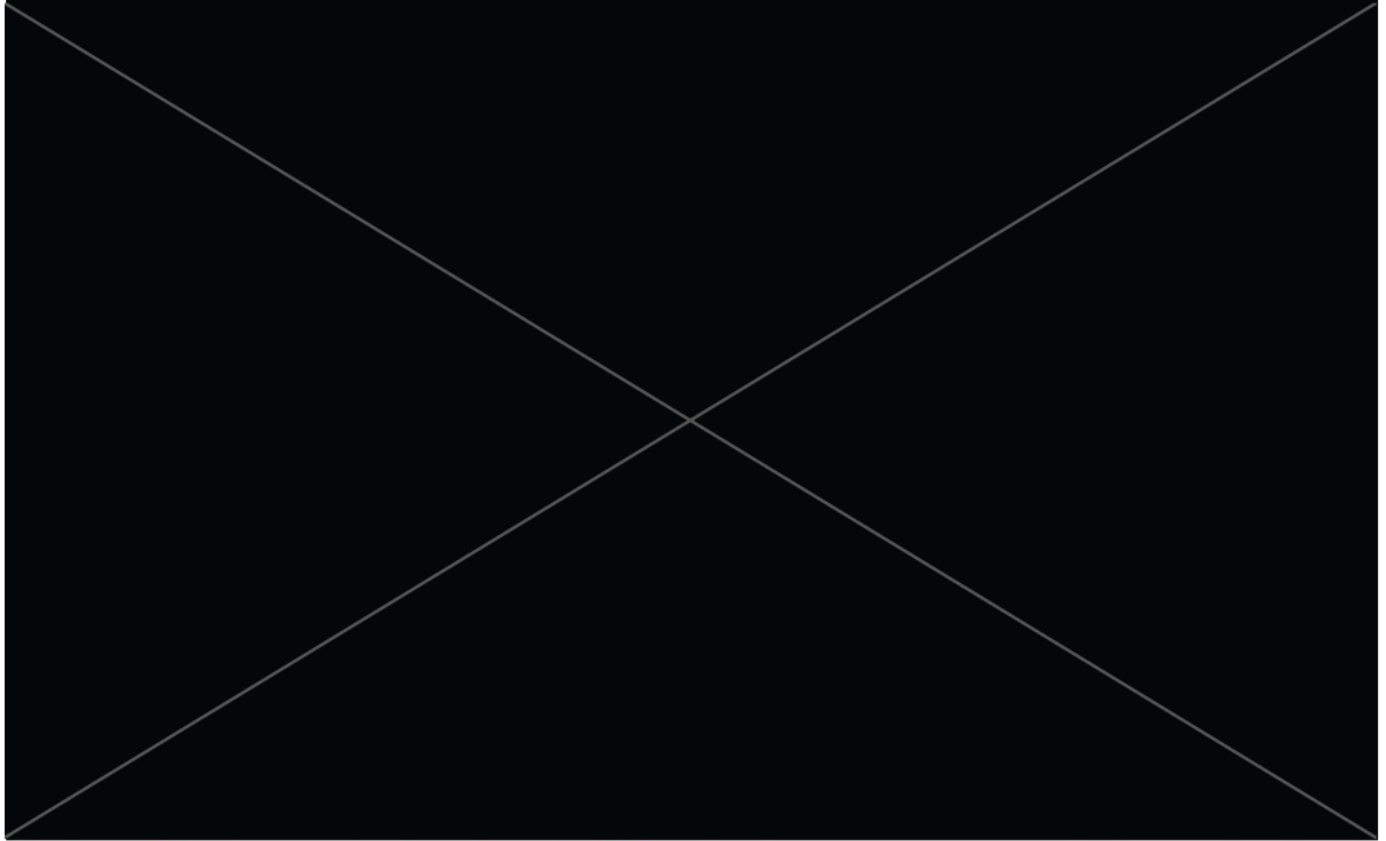
### Real-time Mapping

• For internal real-time mapping, the ability to display the following information on mouse-over or click on vehicle/stop icon:

- o Bus
- Speed

- Bus number/Operator designator
- Route designator
- Upcoming stop arrival times

Peak Transit can comply with this requirement.



o Stop

- Stop name and designator
- Routes served
- List of next arriving buses and arrival times

Peak Transit can comply with this requirement.

### Arrival Time Predictions

- Ability to predict arrival times based on both timepoints only and all stops





### **Automatic Status Updates for Interlined Routes**

- Headsigns on buses running interlined routes or buses changing routes on next trip will update automatically upon approach to the station or other interlining location

Peak Transit is able to comply with this requirement.

### **Reports**

- Ability to run reports without vendor intervention or additional cost

Peak Transit is able to comply with this requirement. System users will use the reporting tool to generate reports, as may be required.

### **Custom Reports**

- Support for custom report creation with no additional cost

Peak Transit is able to comply with this requirement.

### **Reporting Tool**

- Provide reporting tool for system performance including, but not limited to: downtime, apps/website usage, number of customer support requests

Peak Transit is able to comply with this requirement.

### **Unlimited Internal Users**

- Unlimited internal users, or other authorized users, to access the CAD/AVL system at the same time

Peak Transit is able to comply with this requirement.

### **99.9% Uptime or Better**

- 99.9% uptime or greater, with over-the-air updates and upgrades included in the license for no additional cost

Peak Transit is able to comply with this requirement. **Our system** historically performs at over 99.99% uptime.

### **Combine Multiple Vehicle Position Feeds**

- Ability to combine multiple vehicle position feeds, in real-time, with the intent of producing a higher level of data accuracy and data redundancy in case one feed goes down

Peak Transit is able to comply with this requirement.

### **Tools for Data Feed Monitoring**

- Tools to automatically monitor data feed uptime and health

The Peak Transit team monitors this status and is able to comply with this requirement.

### Automatic Processing of GTFS Schedule Data

- Automatic processing of GTFS schedule data, up to every hour if changes have occurred.No human input should be required.

Peak Transit is able to comply with this requirement.

### Predictions Support GTFS-RT

- Predictions support GTFS-rt, including:
  - o GTFS-rt Vehicle Positions,
  - o GTFS-rt Trip Updates
  - o GTFS-rt ServiceChanges v3.1

Peak Transit is able to comply with this requirement.

### Predictions Factor in Real Time

- Predictions factor in real-time service adjustments including:
  - o Canceled trips
  - o Added trips
  - o Detours
  - o Skipped stops
  - o Modified departure times

Peak Transit is able to comply with this requirement.

### Proof of Successful Outcomes in GTFS-RT

- Proof of successful outcomes in GTFS-RT and other elements at a transit agency of similar size around passenger

Peak Transit is able to comply with this requirement.

### Service Alerts

- Can automatically populate a service alert based on real-time changes to service

Peak Transit is able to comply with this requirement.

### Create & Edit Real Time Service Alerts

- Create and edit real-time service alerts at the system, route, or stop level

Peak Transit is able to comply with this requirement.

### System Capabilities

- Approved staff can create the following service changes:
  - o Add trip
  - o Cancel trip
  - o Create detour
  - o Close stop
  - o Modify departure times

Peak Transit is able to comply with this requirement.

### **Change Vehicle Assignment**

- Approved staff can change the assignment of a vehicle, shifting it from one route/trip/block to another

Peak Transit is able to comply with this requirement.

### **See Real-time Changes to Service**

- See real-time changes to service through the real-time vehicle monitoring functionality

Peak Transit is able to comply with this requirement.

### **Passenger Facing Data**

- Passenger facing data reflects service changes through GTFS-rt data feeds and continues to provide real-time information and predictions for detoured routes

Peak Transit is able to comply with this requirement.

### **Historical Data Reports**

- Historical data reports include information about changes to service

Peak Transit is able to comply with this requirement.

## **PREFERRED**

### **Reuse Previously Defined Detours**

- Ability to reuse previously defined detours

Peak Transit is able to comply with this requirement.

### **Real-time Mapping**

- For internal Agency real-time mapping, ability to:
  - o Customize bus “flags” on real-time map with bus numbers, driver designators, and OTP status, and other bus-specific information

Peak Transit is able to comply with this requirement.

### **Display Features**

- Display the following information on mouse-over or click on icon:
  - o Bus
  - o Dwell time
  - o Stop
  - o Amenities and accessibility
  - o Photos

Peak Transit is able to comply with this requirement.

### **Set Alerts**

- Ability to set alerts for performance parameters, e.g. OTP parameters, bus speed. These alerts will be sent via email.



Peak Transit is able to comply with this requirement.

### Display Open Capacity of Bus

- Display available open capacity of bus based on APC data

Peak Transit is able to comply with this requirement. The CAD/AVL system accepts the APC data and displays it for users.

### Define Speed Fence

- Ability to define a speed fence where alerts can be sent if an Agency defined speed is exceeded. These alerts will be sent via email.

Peak Transit is able to comply with this requirement.

### Announcements in Spanish

- Ability to provide on-bus annunciator announcements in Spanish.

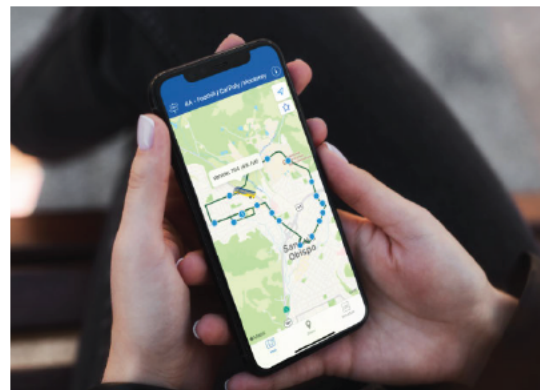
Peak Transit is able to comply with this requirement.

## CUSTOMER-FACING APP/WEBSITE

### REQUIRED

#### Viewing on Desktop, iOS & Android devices

- Ability to view on both desktop computers and iOS and Android smartphones with dedicated smartphone app or automatic resizing optimized for mobile screens



• [REDACTED]

### **Display Bus Location in Real-time**

- [Display of bus locations in real-time](#)

Peak Transit is able to comply with this requirement. The system refresh-rate is better than 3-seconds, offering viewers a real-time viewing experience.

### **Display Location of Nearest Bus Stops**

- [Display location of nearest bus stops based on customer smartphone GPS location](#)

Peak Transit is able to comply with this requirement.

### **Stop Information Display**

- [For a defined stop, display list of routes served and upcoming bus arrivals with predicted arrival times based on real-time bus performance](#)

Peak Transit is able to comply with this requirement.

### **Display Route Map**

- [Display full route map with ability to display select individual routes](#)

Peak Transit is able to comply with this requirement.

### **Link to Route Data on Website**

- [Provide link to route data on Topeka Metro website](#)

Peak Transit is able to comply with this requirement.

### **Post & Display System-wide Notifications & Service Alerts**

- [Ability for Topeka Metro staff, from the desktop, to post and display system-wide notifications and service alerts to the customer-facing app/website on a scheduled or ad hoc basis](#)

Peak Transit is able to comply with this requirement.

### **Trip Planning Options**

- [App will offer trip planning options with single modes, or combination of modes to complete a trip example: walking/transit, bike/transit](#)

Peak Transit is able to comply with this requirement.

### **Electronic Fare Payment**

- App will currently offer the ability to pay with electronic fare payment. Topeka Metro may not opt to use this feature now, but wants it to be available in the app's current design, rather than having to be designed at a later date.

Peak Transit will need to work with the selected vendor to make sure this integration works either through the Peak Transit provided app or the app provided by the ticketing vendor.

## **PREFERRED**

### **Display Available Open Capacity of Bus**

- Display available open capacity of bus based on APC data

Peak Transit is able to comply with this requirement. Our system will display the APC data that can be viewed across desktop and smartphones.

### **Push Notifications**

- Ability to push notifications about "favorite" stops and routes to app/website users

Peak Transit is able to comply with this requirement.

### **Display Amenities Stop-wise**

- Ability to display amenities available at a given stop

Peak Transit is able to comply with this requirement. The system can be configured to display amenities available at a given stop.

### **Display Photo of a Given Stop**

- Ability to display a photo of a given stop

Peak Transit is able to comply with this requirement. This can be configured as per Topeka Metro's requirements.

## **PASSENGER CUSTOMER SERVICE SUPPORT**

## **REQUIRED**

### **Automated SMS Service**

- Automated (SMS) text response service which delivers information about upcoming bus stop arrivals based on customer location or selected bus stop as well as service alerts.

Peak Transit is able to comply with this requirement.

### **Automated IVR System**

- Automated voice response service (IVR) which delivers information about upcoming bus stop arrivals based on selected bus stop as well as service alerts.

Peak Transit is able to comply with this requirement.

### **IVR Phone Number**

- Vendor will maintain IVR phone number "785-333-1113" for use in IVR operations as a part of this RFP and contract.

Peak Transit is able to comply with this requirement.

### **Integration of 2 & 3-Digit Numbers**

- Vendor will integrate use of 2 and 3 digits numbers currently in use by Topeka Metro as identifying numbers for bus stops in IVR and texts that customers seek bus stop arrival estimates. In other words, Topeka Metro can continue using the same numbers to identify each bus stop via IVR and texting etc.

Peak Transit is able to comply with this requirement.

## **AUTOMATED PASSENGER COUNTERS (APCs)**

### **REQUIRED**

#### **APC Integrations / Replacements**

- Integrate with (or replace) 26 currently installed APC systems (front and rear doors) (all existing equipment is detailed in Appendix 1)
  - We have 3 remaining sets from recently retired buses for a total of 26 sets

Peak Transit is able to comply with this requirement.

#### **Using GPS Data**

- Ability to use GPS data to provide boarding/alighting counts for specific locations

Peak Transit is able to comply with this requirement.

#### **Transmit APC Data in Real-time**

- Ability to transmit APC data in real-time via cellular or mobile data connection

Peak Transit is able to comply with this requirement.

#### **Store & Transmit Data on Wireless**

- Ability to store and wirelessly transmit data without loss of data upon return to garage if cellular data service is lost

Peak Transit is able to comply with this requirement.

#### **Passenger Reporting**

- Ability to produce passenger reports, including average trip length in support of NTD required reporting

Peak Transit is able to comply with this requirement.

### **APC Data Reports**

- The vendor will be able to produce data reports from this APC data to provide to Metro or a 3rd party vendor to certify a certification process with the FTA to replace the NTD passenger data validation process.

Vendor will provide all needed services to attain NTD certification of passenger counts, average trip length, and all other NTD required passenger reports at no additional charge.

Peak Transit will work with Topeka and assist as possible to help with NTD requirements.

## **HARDWARE**

### **REQUIRED**

#### **Off-the-Shelf Equipment**

- All equipment will be available off-the-shelf, non-proprietary, designed for transit use (please provide references and dates in service for other transit properties)

Peak Transit is able to comply with this requirement.

#### **Product Warranty**

- All equipment will be warrantied for 3 years from date of installation

Warranty will only include new hardware. Peak Transit is unable to warranty existing hardware

#### **Onboard/Remote Login for Operators**

- Will support onboard or remote login of operators

Peak Transit is able to comply with this requirement.

#### **Inform Operators of Changes to Services/Detours**

- Informs vehicle operators of changes to service/ detours

Peak Transit is able to comply with this requirement.

#### **Backup Power**

- All equipment will provide for battery backup and internal storage to retain data in case of an interruption in power or cellular communications

Peak Transit is able to comply with this requirement.

#### **Operating Temperature Range**

- Operating temperature range: -40° – 120° F

Peak Transit is able to comply with this requirement.

#### **Troubleshooting**

- All software related troubleshooting matters will be able to be accessed remotely without interface or participation of Topeka Metro.

Peak Transit is able to comply with this requirement.

### **Digital Passenger Counting**

- Tablet device will have the ability to count passengers in real-time for reporting of passengers per stop if APCs aren't functioning.

Peak Transit is able to comply with this requirement.

### **Table Features**

- Ability for tablet to be stowed and not require operator confirmation or touch. Transit agency prefers operators not to engage with it once the bus is in service (after the operator signs in)

Peak Transit is able to comply with this requirement.

## **PREFERRED**

### **5-Year Product Warranty**

- All equipment will be warrantied for 5 years from date of installation

Peak Transit is able to comply with this requirement for all new hardware.

### **Wired Connections for Onboard Equipment**

- All onboard equipment uses wired connections

Peak Transit is able to comply with this requirement.

### **Routers to be 5G Forward Compatible**

- Router(s) will be 5G forward-compatible

Peak Transit is able to comply with this requirement.

### **Live Stream On-board Surveillance**

- Ability to live-stream on-board surveillance (cameras and audio) through secure link to Topeka Metro operations or authorized law enforcement

Peak Transit will need to work with camera vendor to comply.

### **LCD Display Support**

- Support for LCD displays onboard buses

Peak Transit is able to comply with this requirement.

### **Farebox Integration**

- Ability to integrate with existing fareboxes (All existing equipment is detailed in Appendix 1)

Peak Transit will need to further discuss this integration with Topeka to comply.

### **Playback of MP3 Audio Files on Geofences**

- Ability to trigger the playback of MP3 audio files based on geofences with files and geofences loaded remotely from the desktop

Peak Transit system does not use MP3 audio files for the announcement system.

## **VENDOR SUPPORT**

### **REQUIRED**

#### **Data Ownership**

- Topeka Metro will retain exclusive ownership of all data produced by on-board systems

Peak Transit is able to comply with this requirement.

#### **Custom Reporting**

- Vendor will develop and supply custom reports at no additional cost

Peak Transit is able to comply with this requirement.

#### **Duration for Stored Data**

- All collected data will be stored for the duration of the service agreement with the ability to transfer data in an openly accessible format at the end of the service agreement for no additional cost

Peak Transit is able to comply with this requirement.

#### **Access to Collected Data**

- All collected data will be accessible to Topeka Metro at all times during the duration of the service agreement at no additional cost

Peak Transit is able to comply with this requirement.

#### **On-Site Training**

- Vendor will supply on-site training for all dispatchers, supervisors, operators, administrators, planners, and maintenance staff at no additional cost

Peak Transit is able to comply with this requirement.

#### **Additional Remote Training**

- Vendor will provide additional remote training via webinar and phone as requested at no additional cost for the duration of the service agreement

Peak Transit is able to comply with this requirement.

#### **Users' Manual**

- Vendor will supply full Users' Manuals for systems and software at no additional cost. The User manuals will cover initial start up tasks, regular daily tasks, rebuilding of blocks, routes, trips etc.

Peak Transit is able to comply with this requirement.

### **Availability for Support**

- Vendor will be available via email and phone 24/7 and will respond within 1 hour in a personalized manner, not a automatic reply.

Peak Transit is able to comply with this requirement.

### **System Improvements**

- Vendor will be proactive in development of improvements in the supplied products and will provide the most recent stable updates for software and other systems at no additional expense and provide the necessary support and training to ensure successful deployment

Peak Transit is able to comply with this requirement.

### **Software Updates Notifications**

- Vendor will notify Topeka Metro (the Agency) of all software updates and provide training to implement any additional functionality and capabilities

Peak Transit is able to comply with this requirement.

### **Maintenance/Hosting Agreement**

- Vendor will include a maintenance/hosting agreement for the first 5 years along with an annual breakdown of the cost to add up to 5 additional one-year extensions

Peak Transit is able to comply with this requirement.



# Project Plan & Implementation

## Project Phases & Tasks

PT's project management procedures can be summarized in multiple phases, which take us from initial, basic ITS discussions through the project's overall "Acceptance" phase, as discussed below.

### 1. Notice to Proceed & Statement of Work

After contract approval and receiving Notice to Proceed, the proposed PT project manager will follow up with **Topeka Metro** to finalize the appropriate project point(s) of contact and formalize the Statement of Work and Project Timeline. The PT project manager will then follow up to schedule an on-site engineering survey with **Topeka Metro** to assess existing wiring and equipment loadout of each vehicle type within the fleet.

### 2. Information Request

Once the engineering survey date has been established, our project manager will submit a request for detailed documentation of existing equipment aboard all transit vehicles within the project scope - this includes finalized integration requirements and current wiring diagrams. Other relevant information (such as fares, schedules, route shapes, passenger information, etc.) will be requested as necessary.

**NOTE:** All requested information **must** be received in advance of the scheduled fleet survey. Failure to do so may adversely impact the project timeline.

### 3. Fleet Survey

PT's engineering staff will travel to the project installation location to inspect all vehicle types and/or unique configurations within the project scope. Our staff will evaluate the condition of existing wiring, equipment, and facilities. For the scope of this project, vehicle information to be assessed may include:

#### Vehicle ID #

- Year / Manufacturer / Model / Type / VIN
- Power Availability (12v / 24v) and Type (Switched / Constant / Both)
- Number of Doors
- Diagnostics Port (J1939 / J1708 / CAN / OBDII) & Connector Type (9-Pin / 6-Pin / DT)
- Existing PA Amplifier(s)
  - Manufacturer
  - Model
  - Wiring Diagram
- Destination Signs

- Manufacturer
- Model
- Communications Protocols Available (J1708 / RS-485 / RS-422)

#### **4. "First Article" Installation**

During the fleet survey, PT may elect to install a preliminary set of equipment aboard one or more buses to verify assumptions from received information. This step may be rejected with justification, but may delay the project timeline and incur additional costs if information provided by the customer is later determined to be inaccurate and results in complications during the fleet installation process.

#### **5. Re-evaluation of Cost Proposal**

Once the fleet survey and optional first article build have been completed, PT will re-evaluate initial assumptions and determine if there are any additional costs or cost savings for the project scope. This may encompass installation labor, material costs (integration components, wiring, etc.), or equipment selection. If any costs or cost savings are discovered, PT will submit an adjusted Cost Proposal for approval.

#### **6. Procurement**

After cost proposal re-evaluation and authorization of any change requests to the Statement of Work, PT will procure all requisite equipment for the project. After the equipment has been delivered and configured at our offices, PT will begin coordination of shipping logistics to the project location and confirm installation dates.

#### **7. Shipping & Logistics**

Shipment tracking information will be sent with an estimated delivery date. The following information is required to properly ship equipment to **Topeka Metro's** facilities:

- Receiving hours
- Ability to receive pallets
- Presence of a loading dock
- Forklift availability
- Maximum acceptable pallet size
- Availability of secure indoor storage for received shipment

#### **8. Fleet Installation**

Installation will be performed at a predetermined location during the dates and times agreed upon in advance; barring inclement weather, natural disasters, or other unforeseen circumstances. PT intends to complete all installation, testing, and acceptance tasks in a single trip to minimize repeated travel costs.

If Topeka Metro reduces the number of workable hours for installation or inhibits the installation process (within Topeka Metro’s control), an adjustment to the Cost Proposal may be required to cover the additional travel expenses incurred. Any installation delays or deferral requested by PT will not incur additional costs to Topeka Metro.

After completion of installation, PT engineering staff will create a system layout diagram and wiring schematics based on actual installation parameters for Topeka Metro’s records.

## 9. Training

Training sessions are planned to coincide with installation dates. The following Topeka Metro’s staff will be required to attend:

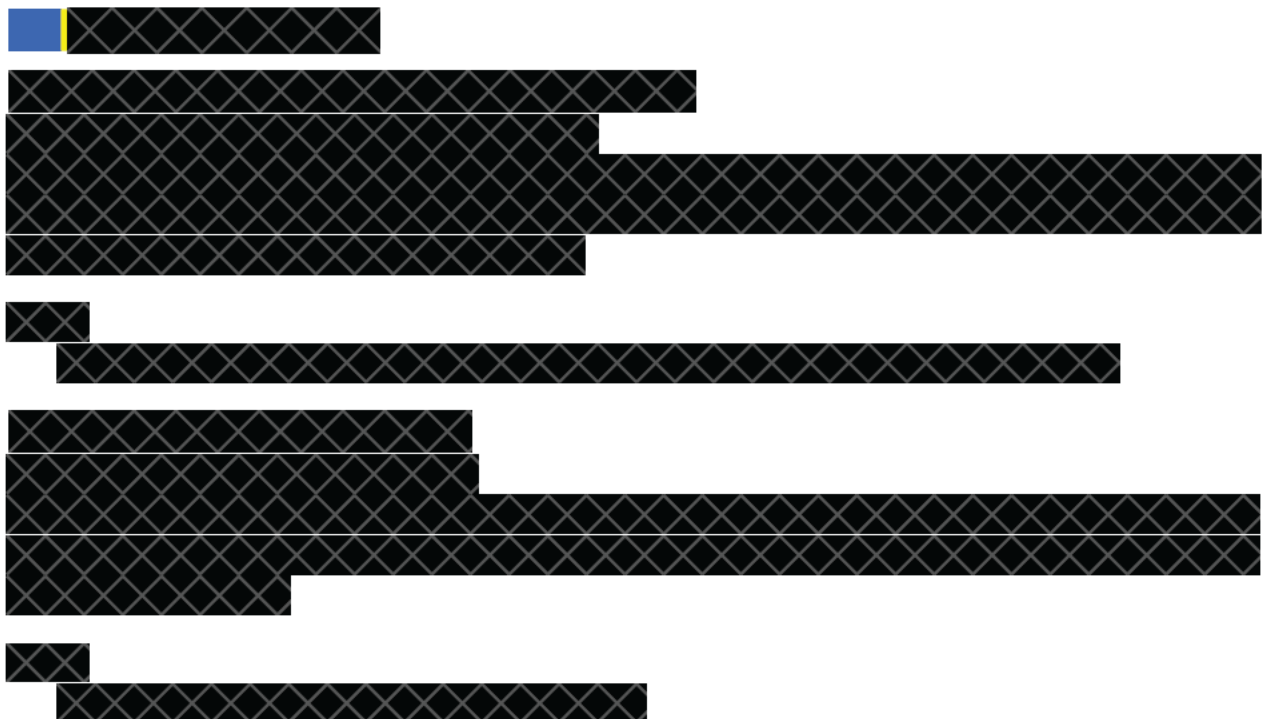
- Maintenance Personnel (on-site staff consultation & acceptance)
- Road Supervisors and/or Drivers (on-vehicle equipment training)
- Administration & Operations Staff (system and user management)

## 10. Acceptance

Upon completion, PT will request Topeka Metro’s staff to inspect the delivered product services and validate proper operation. Once the project has been accepted by Topeka Metro, PT will submit a final invoice in accordance with the contract payment processing policy.

# Project Schedule

Timeline contingent to begin upon receipt of “Notice to Proceed” from Topeka Metro





# Project Timelines





## Experience & Qualifications

Provide a description of your firm's experience and qualifications, including how long your firm has been in this type of business. Supply at least three references, businesses for which you have performed the same type of service recently. Contact information for all references must be up to date. Submit material which demonstrates that your firm has experience in this type of project, and has sufficient personnel with the requisite licenses, disciplines, skills, experience and equipment to complete the contract in a satisfactory manner.

## Organization Information

### Peak Transit Overview

Peak Transit LLC (PT) is steadfastly dedicated to delivering intelligent transit solutions of the highest quality, marked by efficiency, security, and cutting-edge technology. Our dedication materializes as we equip users with accessible public transportation information spanning various modes, coupled with user-friendly mobile applications thoughtfully designed for diverse age groups and expertise levels. Enhanced with real-time updates for fixed route transportation solutions, our services are meticulously tailored for both dispatchers and riders. This approach ensures seamless access to real-time vehicle locations, crafting a transit experience that is as smooth as it is dynamic. Our proficiency is particularly evident within the realm of Fixed-Route intelligent transit solutions.

Our expertise in deploying transit-specific mobile apps is well-established, marked by competence and resounding success. Our clientele encompasses fleets featuring an array of vehicle types—cutaway, low-floor, hybrid, and articulated buses—sourced from various manufacturers and model years. Beyond this, we stand prepared to facilitate exploration into inter-agency collaboration opportunities, spanning technology, data, and capital equipment.

Within this proposal, we lay bare our capacity for executing projects and delivering solutions that precisely align with our customers' requirements, including turnkey solutions. The spectrum of our offerings, along with our unwavering commitment, is fully revealed, accompanied by comprehensive information regarding our products and services, complete with customer references. We recognize the sensitivity of this information and hereby grant **Topeka Metro** the authority to engage with any or all of the references provided herein. This exchange serves to gather feedback and foster a deeper understanding of the enriching partnership that awaits.

### Number of Employees

Peak Transit's total staff strength is between 15 - 25.

## Corporate Capability

### Corporate Summary

Peak Transit (PT) has been providing ITS product design and integration services since 2012; headquartered in Orlando, Florida, with an engineering office in San Luis Obispo, California. PT was founded on the principle of “beautifully intuitive engineering”, continuing to grow as a collection of creatives and engineers with a single mission: Create flexible ITS solutions for our customers using the most advanced technologies available.

- **Purpose:** Creating software to seamlessly integrate the transit industry’s most advanced technologies is the core foundation of our company. Combining these systems leverages each products’ strength to create an efficient and comprehensive “total” solution, enabling our customers freedom to tailor the best solution to achieve their long-term goals.
- **Commitment:** As a software-centric system integrator, we are able to quickly design, develop, and deploy new product services. Our agile methodology enables us to match the evolution of consumer technologies and ridership trends without the need for constant “rip-and-replace” reinvestment capital.

PT will be the prime contractor for the **Topeka Metro** project.

## Organizational Capabilities

### Technical Capabilities

As highlighted by our references, our track record in deploying transit-specific operations software is not only established but also highly proficient and successful. Our clientele encompasses diverse fleets comprising a range of vehicle types—cutaway, low-floor, hybrid, and articulated buses—across various manufacturers and model years. Furthermore, we offer the expertise to facilitate the exploration of inter-agency collaboration avenues related to technology, data, and capital equipment.

### Organizational, Regulatory, and Contract Compliance

Catering primarily to municipal governments and large enterprises, we recognize that data integrity and security play a pivotal role in their operational success and regulatory adherence. Peak Transit is unwavering in its commitment to upholding universally acknowledged best practices pertinent to engineering and deployment across all provided products and services.

Our remarkable track record of accomplishments with clients attests to our capability, as we proudly maintain a history devoid of any contract cancellations throughout our company's existence.



## Continuing Development

At the heart of our values is a commitment to ongoing research and development, aimed at bringing the latest and greatest technologies to enhance public transit operations. We're on a continuous journey to create comprehensive solutions by leveraging the dedicated strengths of the best products available in our industry.

## Financial Capability

Peak Transit (PT) has a rich history dating back to **February 2012**. Our dedicated team, products, and services have been actively contributing to the industry for years. With offices in Indianapolis, San Luis Obispo, and Orlando, our skilled staff collaborates to drive rapid product development tailored to customer needs.

Our continuous growth trajectory is a testament to our global success in service delivery. As a privately held and well-capitalized company, we stand independently, uniquely positioned to prioritize and cater to the long-term requirements of our valued customers.

## Functional Organization

PT is an experienced, proactive team that utilizes the most modern technologies to achieve the best results. Our management approach is traditional, personal and customer-focused. PT schedules regular internal meetings to ensure every team member stays current and up-to-date on the status of each job. The PT team has cohesively worked together on several projects.

## Key Project Personnel

This team has worked together in several projects and understands what it takes to deliver projects that are on-time and within the budget, to meet or exceed customer expectations.

**John Osumi**, *Founder & Product Consultant*

Address: 205 Suburban Road, Suite 3, San Luis Obispo, California USA 93401  
(805) 394-8626 | josumi@peaktransit.com

**Elizabeth Kawamoto**, *Project Coordinator*

Address: 205 Suburban Road, Suite 3, San Luis Obispo, California USA 93401  
(805) 394-8626 | lizz@peaktransit.com

**Len Kawamoto**, *Software Engineer III*

Address: 205 Suburban Road, Suite 3, San Luis Obispo, California USA 93401  
(805) 394-8626 | lkawamoto@peaktransit.com

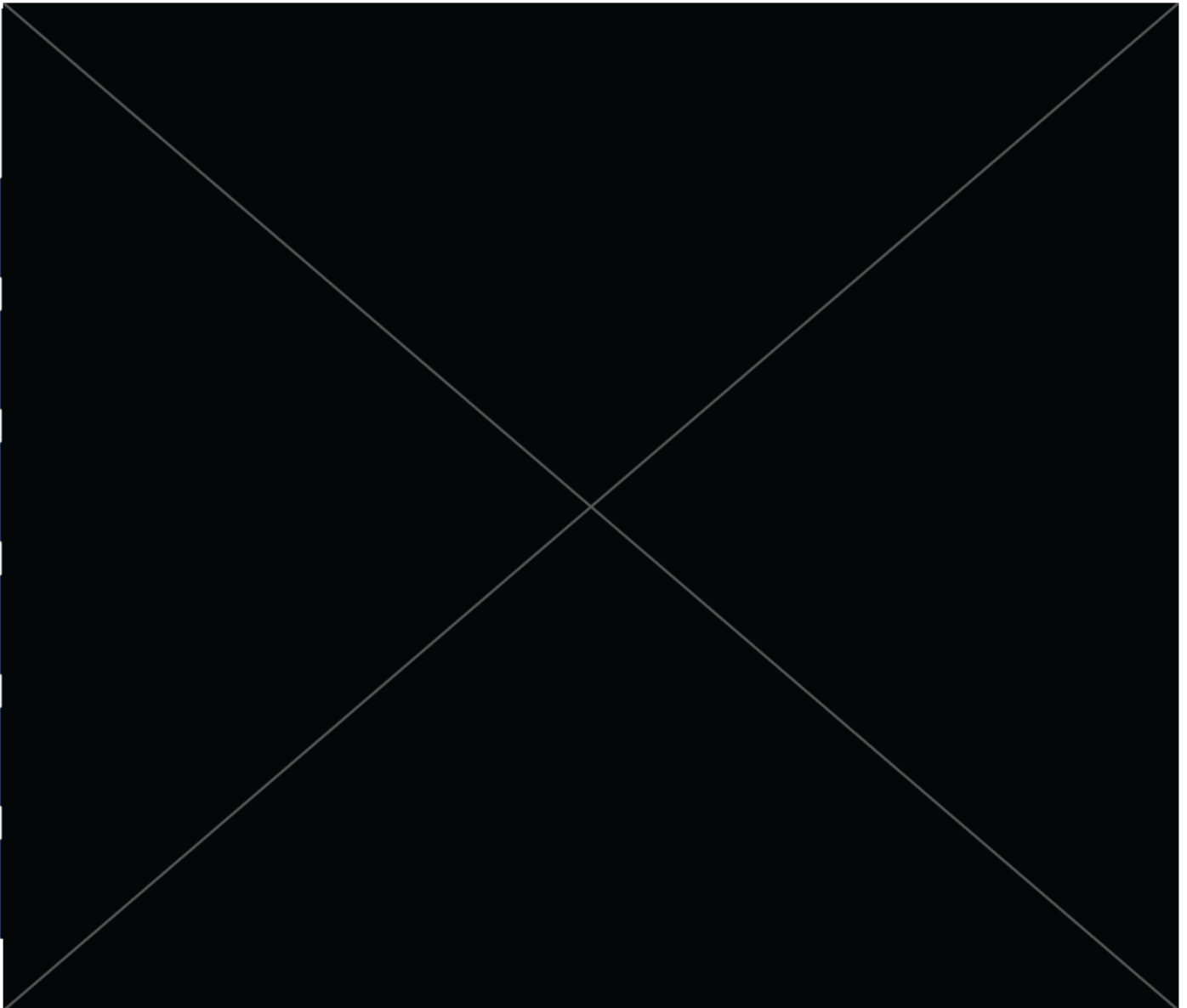
Key members of the PT team will be available for the duration of the **Topeka Metro** project. No person, marked as Key Personnel, shall be removed or replaced without the prior written

agreement of Topeka Metro. PT will subcontract and use vendors only if it is necessary for the project. PT does not employ or retain any lobbying or advocating services on its behalf.

## Account Manager

**Megan Young**, Operations Director, will be handling all invoices and billing and will serve as the account main point of contact for this contract.

## Project Organization Chart



**Appendix: Key Staff Resumes**

## References

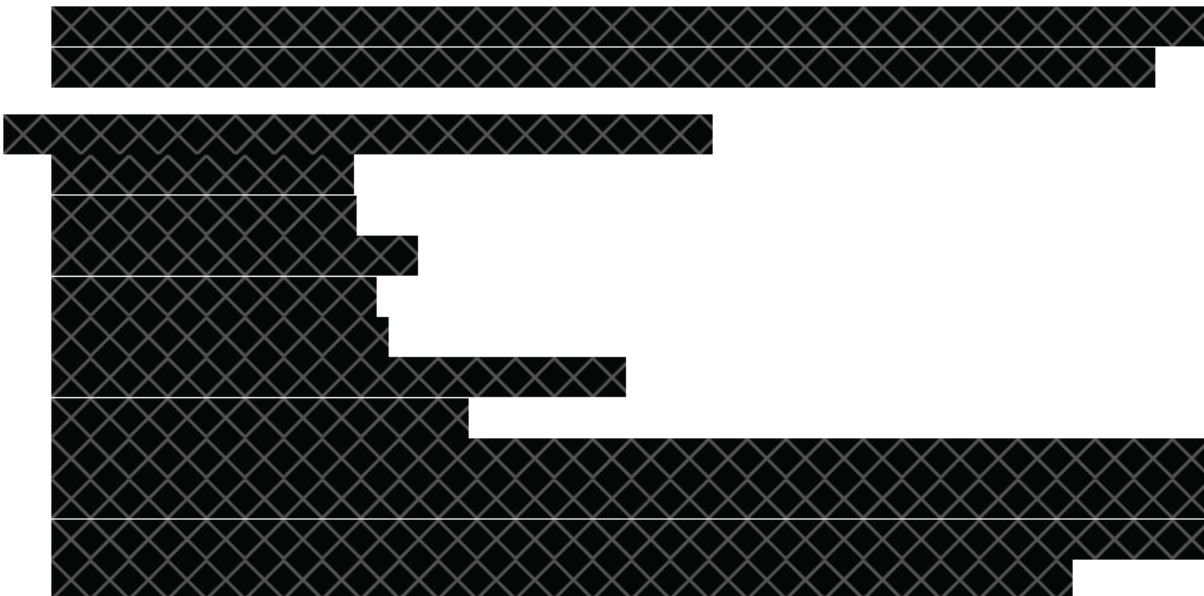
Peak Transit (PT) has a rich history dating back to February 2012. Our dedicated team, products, and services have been actively contributing to the industry for over a decade. With offices in Indianapolis, San Luis Obispo, and Orlando, our skilled staff collaborates to drive rapid product development tailored to customer needs.

Peak Transit has been providing CAD/AVL solutions to its customers in North America, for the past 11 years. The Peak Transit engineering team has all the experience, skills, and knowledge to help customers in planning, designing, supplying, installing, commissioning, testing and maintaining CAD/AVL systems for the desired outcomes. Our skilled staff collaborates to drive rapid product development tailored to customer needs.

### Prior Experience: Similar Projects

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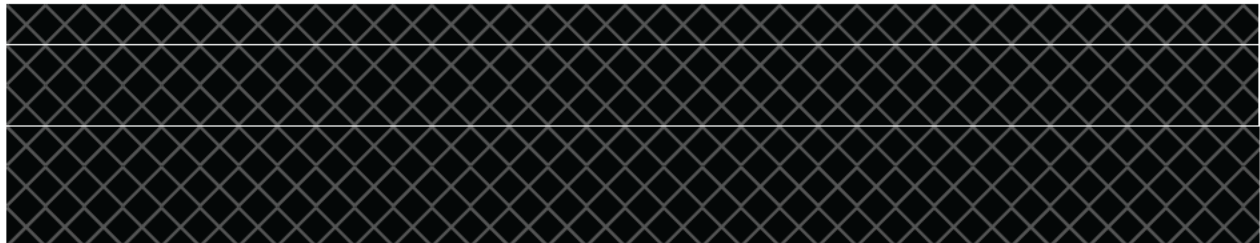
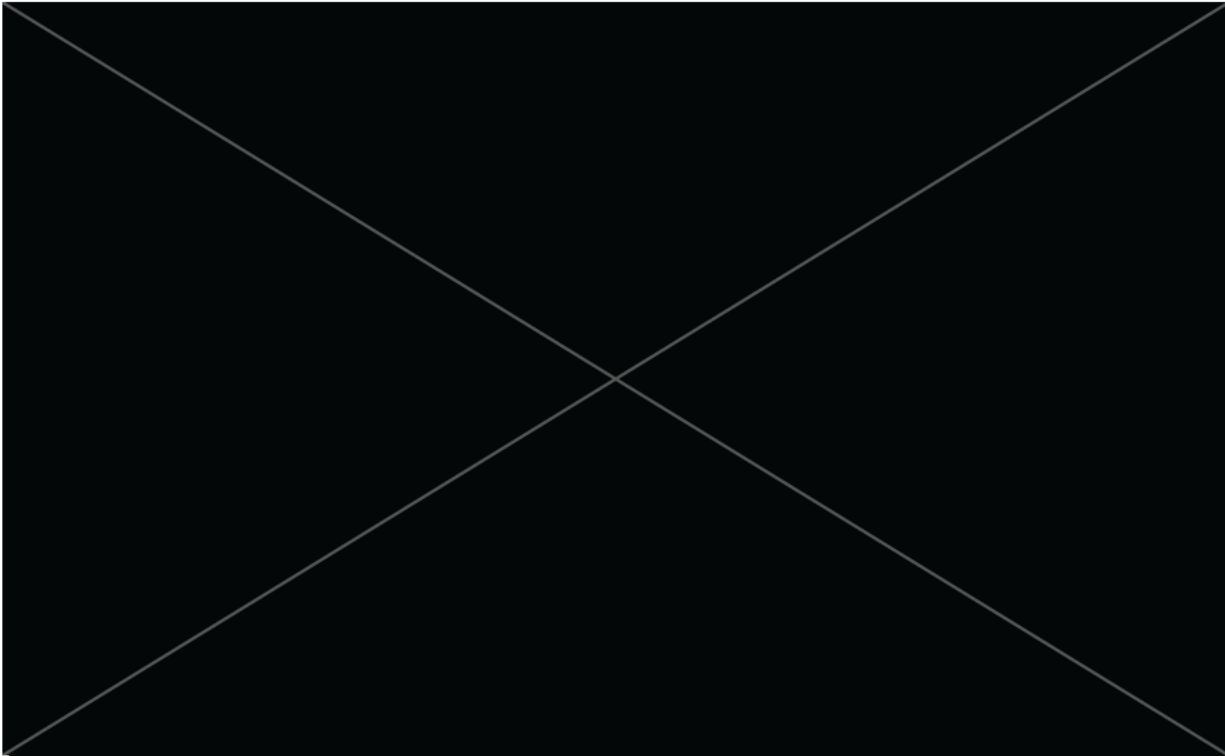
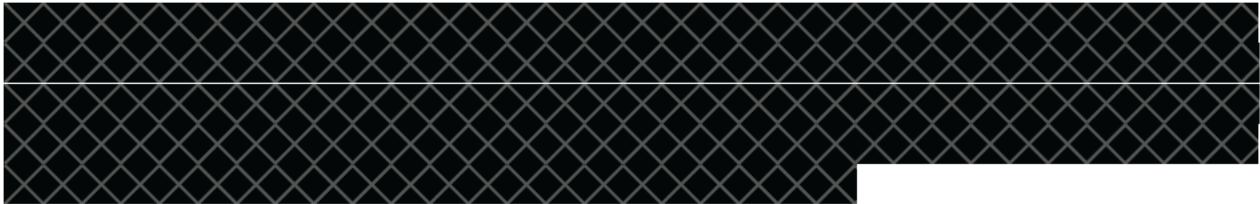
None of our contracts have been ever terminated prior to the end of contract term, in the past 10 years, or more.

# Price

Please see the attached Price Quote.

# Equipment & Warranty

Describe concisely how your product meets or exceeds the specifications in Part I Section 2. Do not include sales brochures. Provide manufacturer warranty information.



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[REDACTED]

[REDACTED]

[REDACTED]

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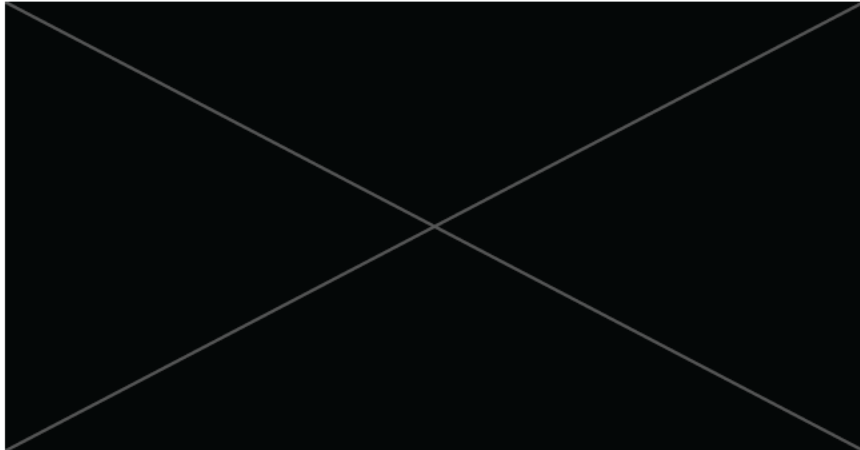
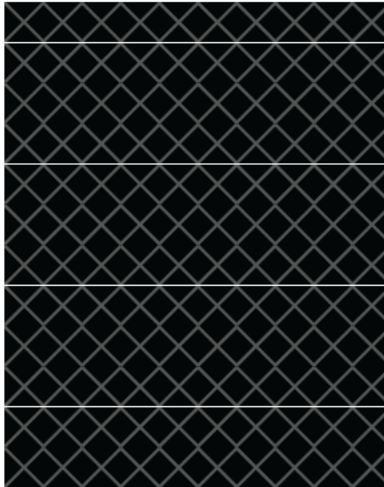
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- **Configuration:** Cloud Management via the PT Admin Portal
- **Operating Temperature:** -30°C to 70°C (-22°F to 158°F), Non-condensing
- **Ingress Protection:** IP54, MIL Spec 810G, SAE J1455 (Shock / Vibration / Humidity)
- **Data Connectivity:** Internet access via built-in LTE cellular modem (dual modem capable)
- **Local Data Connectivity:** Two (2) Gigabit Ethernet Ports
- **GPS Accuracy:** 1 - 3 meter (3 - 15 ft), External Antenna with Dead Reckoning
- **GPS Update Interval:** 3 seconds

- **Power Requirements:** 12v or 24v DC (switched & constant), 14W typical (24W max)
- **Power Modes:** Automatic ON & Time-delay OFF (via ignition sensing)

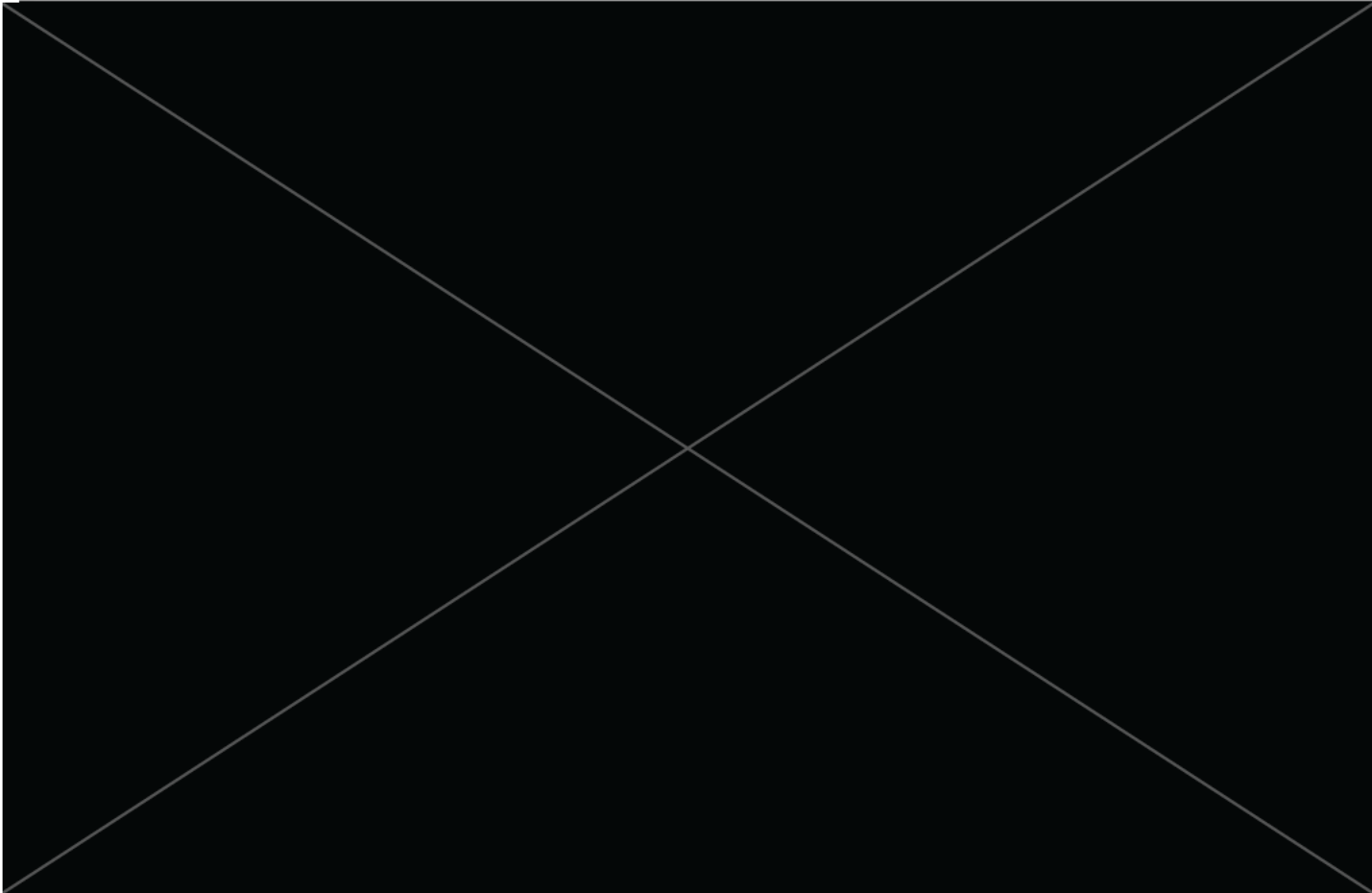


- **Configuration:** Cloud Management via the PT Admin Portal
- **Operating Temperature:** -40°C to 85°C (-40°F to 185°F), non-condensing
- **Ingress Protection:** IP54, MIL Spec 810G, SAE J1455 (Shock / Vibration / Humidity)
- **Data Connectivity:** Built-in LTE cellular modem (T-Mobile or AT&T)
- **Local Connectivity:** (1) IOX Expansion Port
- **GPS Accuracy:** 1 - 3 meter (3 - 15 ft), Internal Antenna with Dead Reckoning
- **GPS Update Interval:** 5 - 15 seconds
- **Power Requirements:** 12v or 24v DC, 1W typical (3.5W max)
- **Power Modes:** Automatic ON & OFF (via ignition sensing)

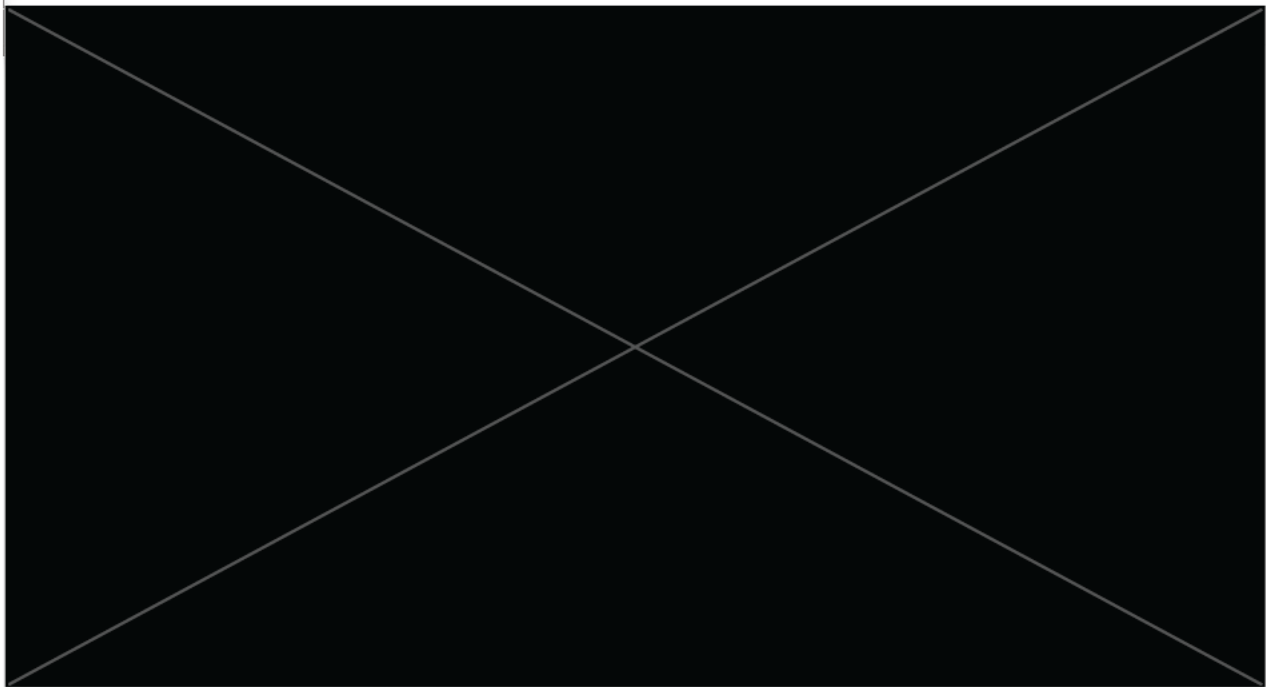
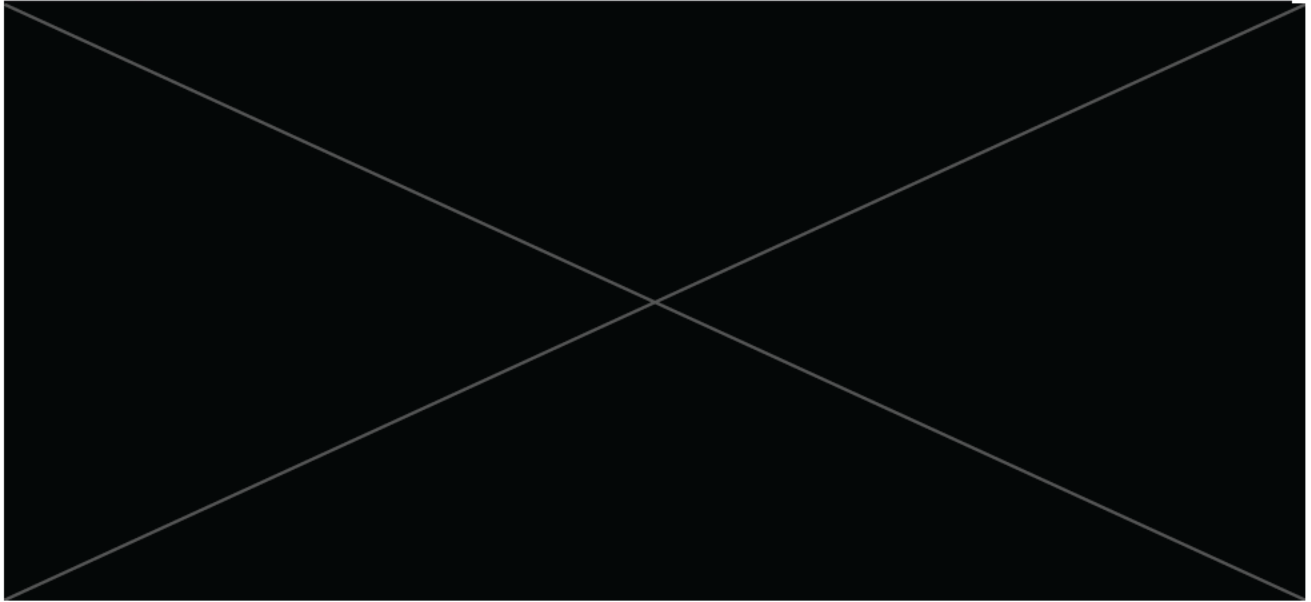




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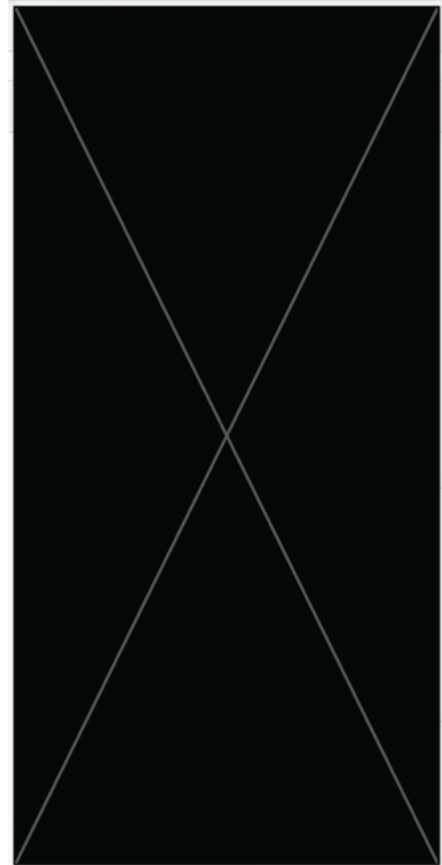
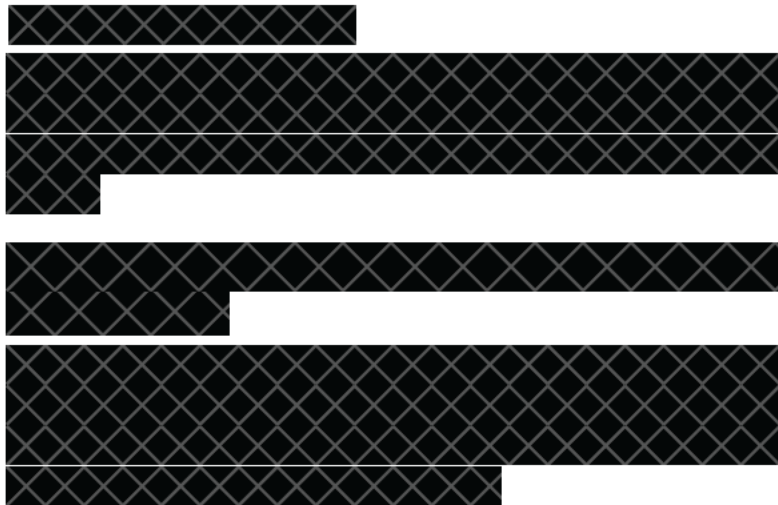
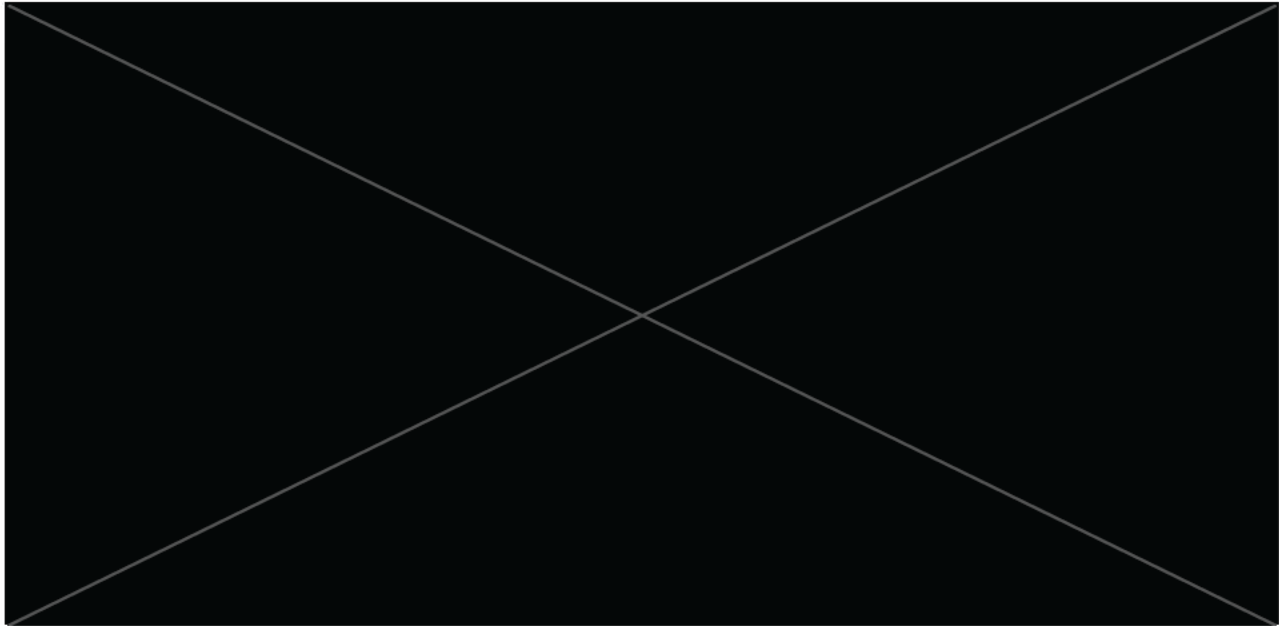
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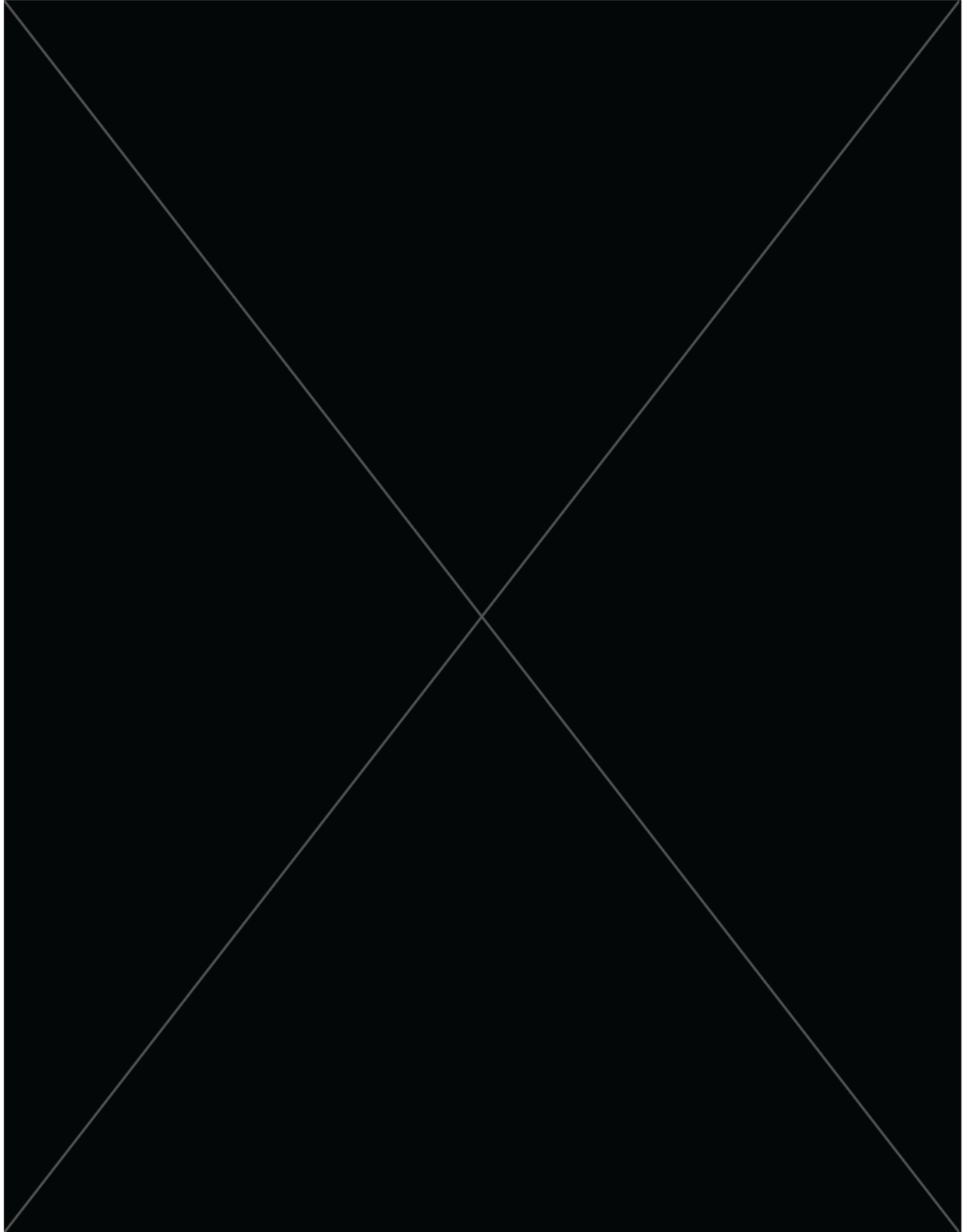
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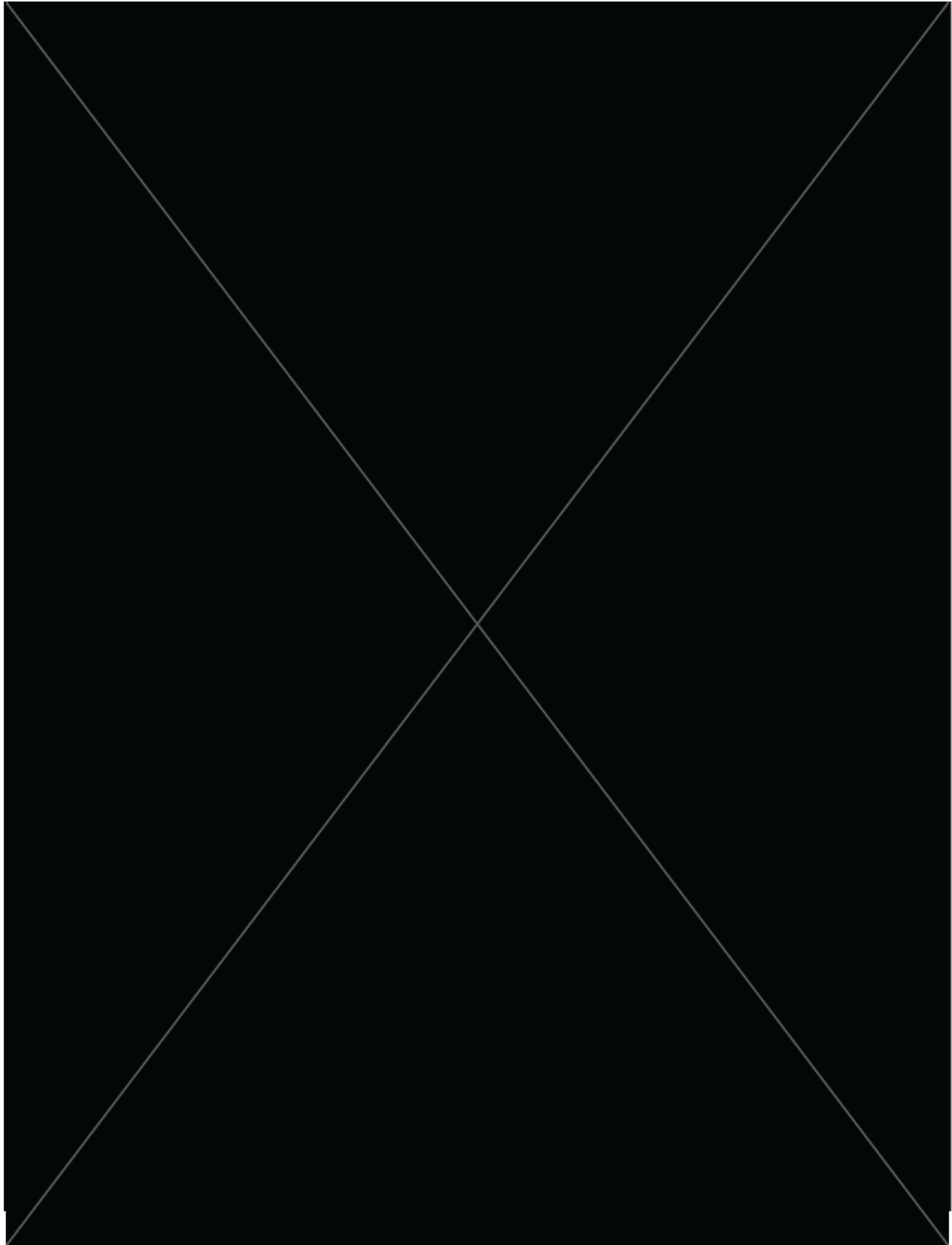
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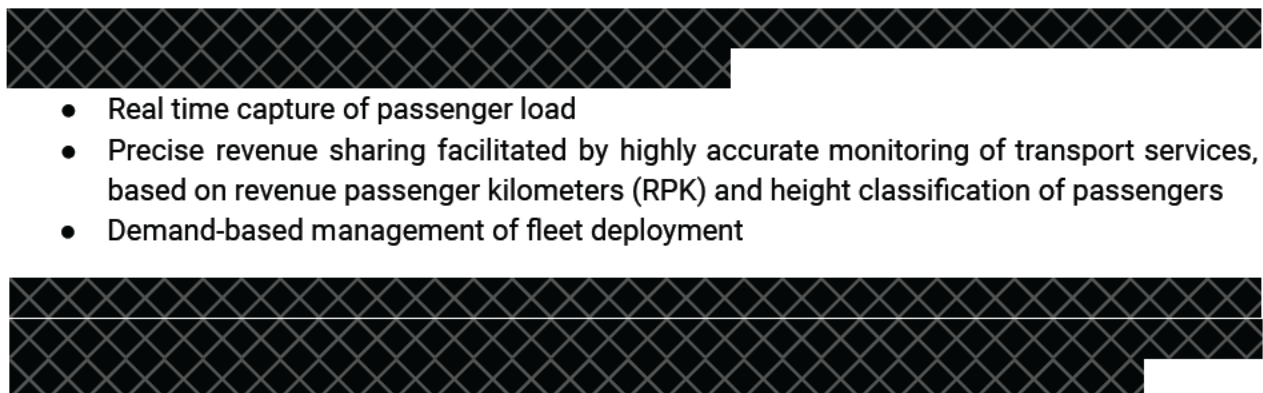


### AVAS Display Unit

- **LED Panel:** 24 character, 2" height, 15 x 144 (high-resolution, ADA compliant)
- **LED Type:** White, 4.5mm pitch, daylight readable
- **Case Material:** Black Anodized Aluminum
- **Case Size:** 5" x 26" x 3"
- **Power Consumption:** 3W (high-efficiency)
- **Power Modes:** Automatic ON & OFF (via ignition sensing)

### Automatic Passenger Counting (APC)

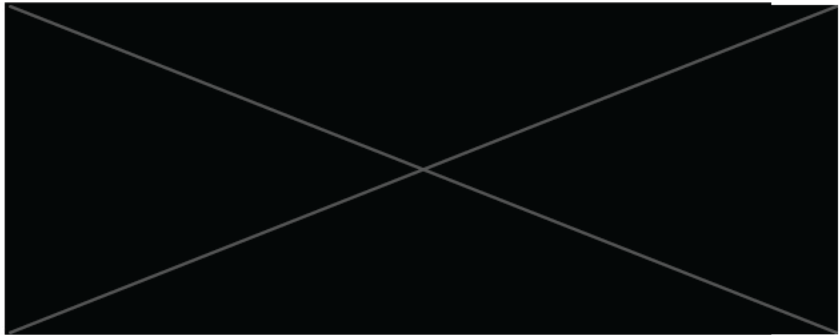
- **Operating Temperature:** -25°C to 70°C (-40°F to 158°F), non-condensing
- **Ingress Protection:** IP65 (Immersion / Shock / Vibration / Humidity)
- **Data Connectivity:** Internet access via Ethernet (RJ-45 / M12)
- **Vehicle Integration:** Door Contact
- **Power Requirements:** 802.3af / 802.3at Power over Ethernet, 5W
- **Power Modes:** Automatic ON & Time-delay OFF (via ignition sensing)



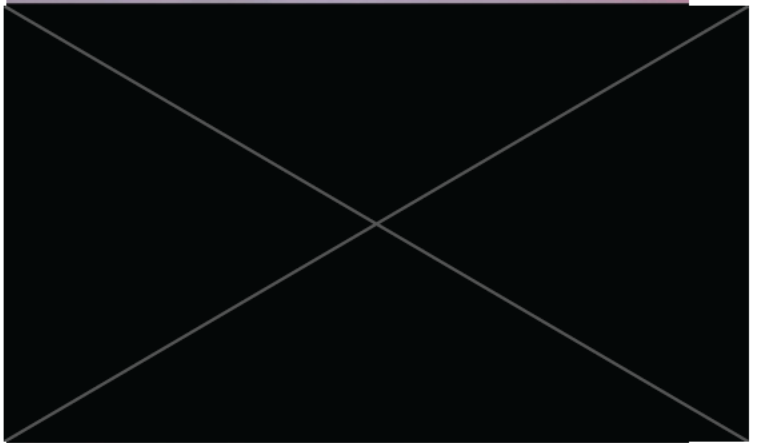
- Real time capture of passenger load
- Precise revenue sharing facilitated by highly accurate monitoring of transport services, based on revenue passenger kilometers (RPK) and height classification of passengers
- Demand-based management of fleet deployment

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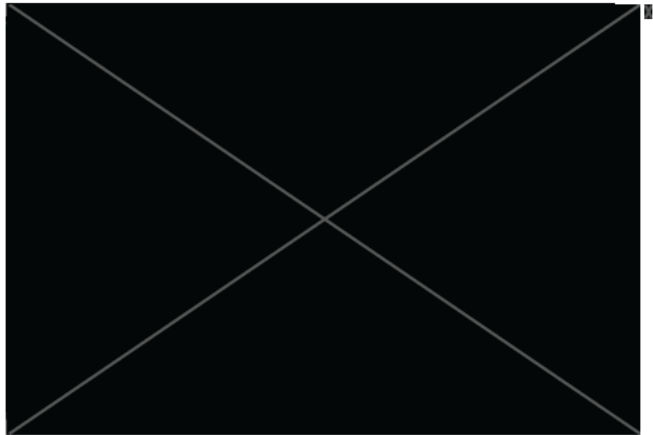
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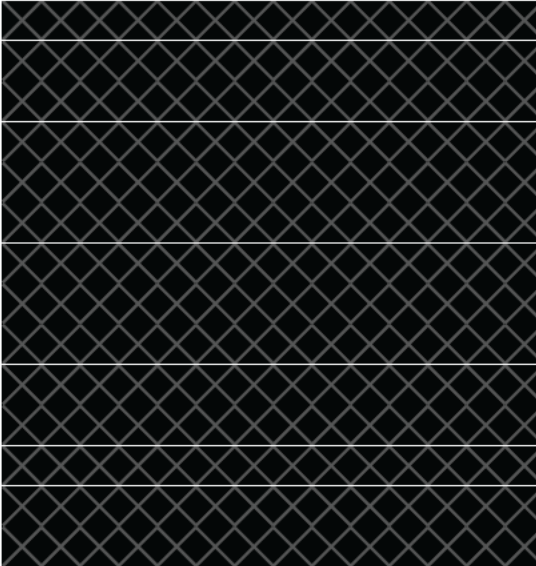
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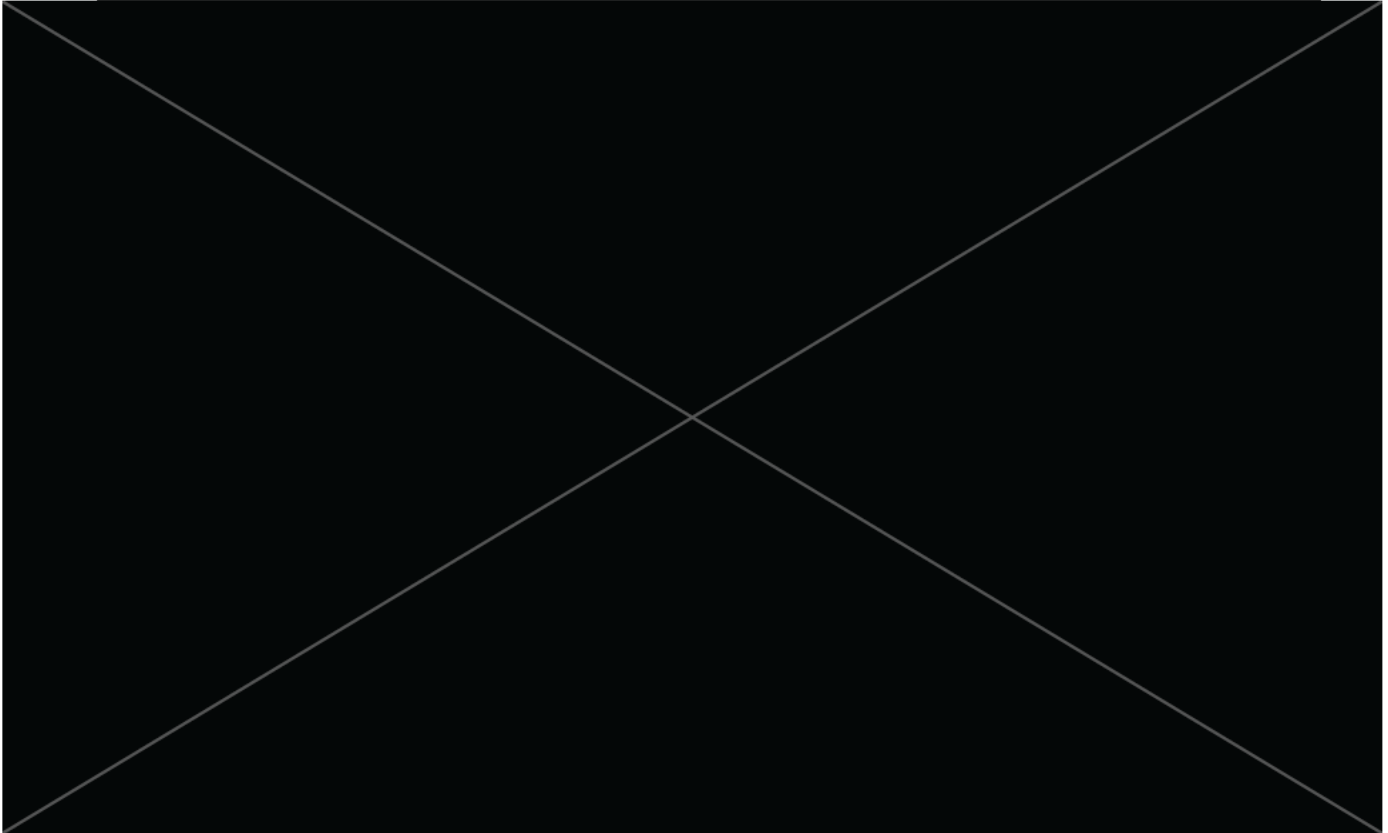
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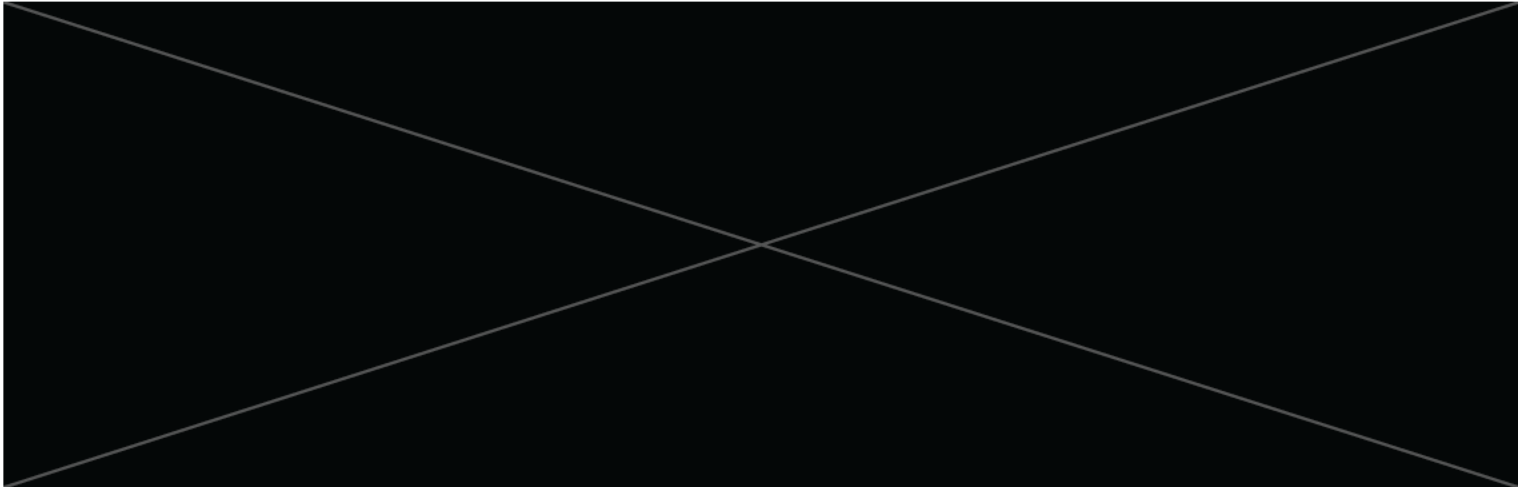
## Mobile Applications



### Normal Operation

- [Redacted text block]

- [Redacted]
- [Redacted]



## Digital Signage (Transit Center / Bus Stop)

### Specifications

- **Configuration:** Cloud Management via Peak Transit Admin Portal
- **Operating Temperature:** -20°C to 85°C (-40°F to 185°F), non-condensing
- **Ingress Protection:** IP65 (Immersion / Shock / Vibration / Humidity)
- **LED Panel:** Two-line, 24 character, 2" height, 15 x 144 (high-resolution, ADA-compliant)
- **LED Type:** White, 4.5mm pitch, daylight readable, weatherproof, vandalism resistant
- **Features:** ADA-compliant annunciation (Text-to-Speech)
- **Wind Load Rating:** Maximum 150 mph
- **Case Material:** Anodized Aluminum
- **Case Size:** 5" x 26" x 3"
- **Data Connectivity:** Built-in LTE cellular modem (T-Mobile / AT&T)

- **Power Type:** Solar Power with 5+ year battery life (120v AC power optional)
- **Power Consumption:** 30W

Peak Transit can offer digital signage solutions to Topeka Metro. Here are the key specifications that we can offer.

### **LCD Specifications**

**Orientation:** Landscape only

**High Definition LED Display:** High Brightness LED Panel - 2,000 Nits

**Resolution:** 1920 x 1080

**Contrast Ratio:** 3,000:1

**Power Requirements:** AC 120V, 60 Hz

**Television Weight (without Speaker Bar):** 30.5 lbs.

**Television Weight (with 20 watt Speaker Bar):** 38.5 lbs.

**Mounting Pattern:** 325mm x 325mm

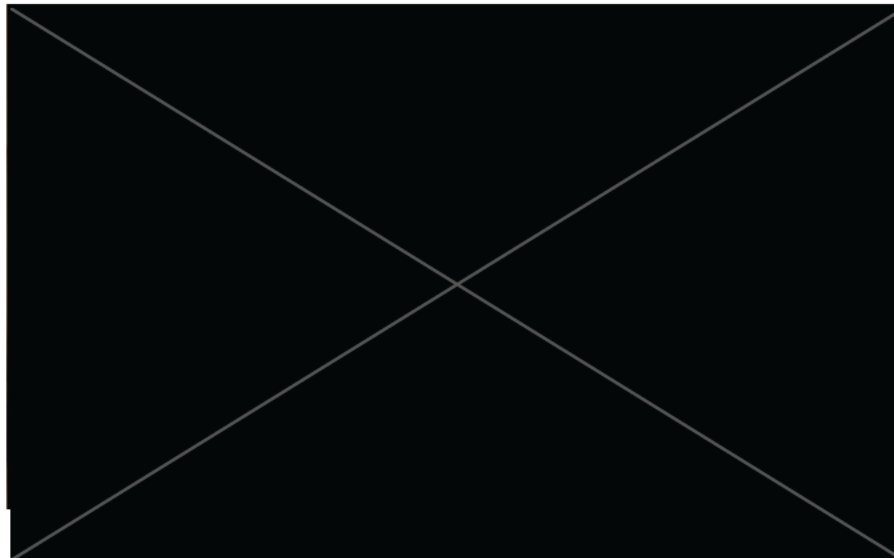
**Smart Capable:** Built-In Roku Apps

**Warranty - Parts and Labor:** 2 Yrs.

**Television Dimensions:** 40in W x 23 13/16in H x 6in D (26 13/16in H with Soundbar)

**Front of TV to Mounting Point:** 2-15/16"

**Power Consumption:** 120W without speaker bar1 & 20W with 20 watt speaker bar



### **Inputs**

**Component:** Component In (R/L, Pr(Cr), PA(Cb), Y

**USB:** Photo / Music Mode

**Audio Out:** Audio out (3.5mm jack)Coaxial SPDIF Audio Out

**HDMI 1:** HDMI

HDMI 2: HDMI

HDMI 3: HDMI

AV In: Video (Y), Audio L (W), Audio R (R)

VGA/PC In: Analog RGB (PC) In (15-pin mini D-sub female connector)

### Added Features

**Full Sun Cooling System ECB3:** Keeps the unit cool and dry in temperatures up to 140 deg F (with power supplied)

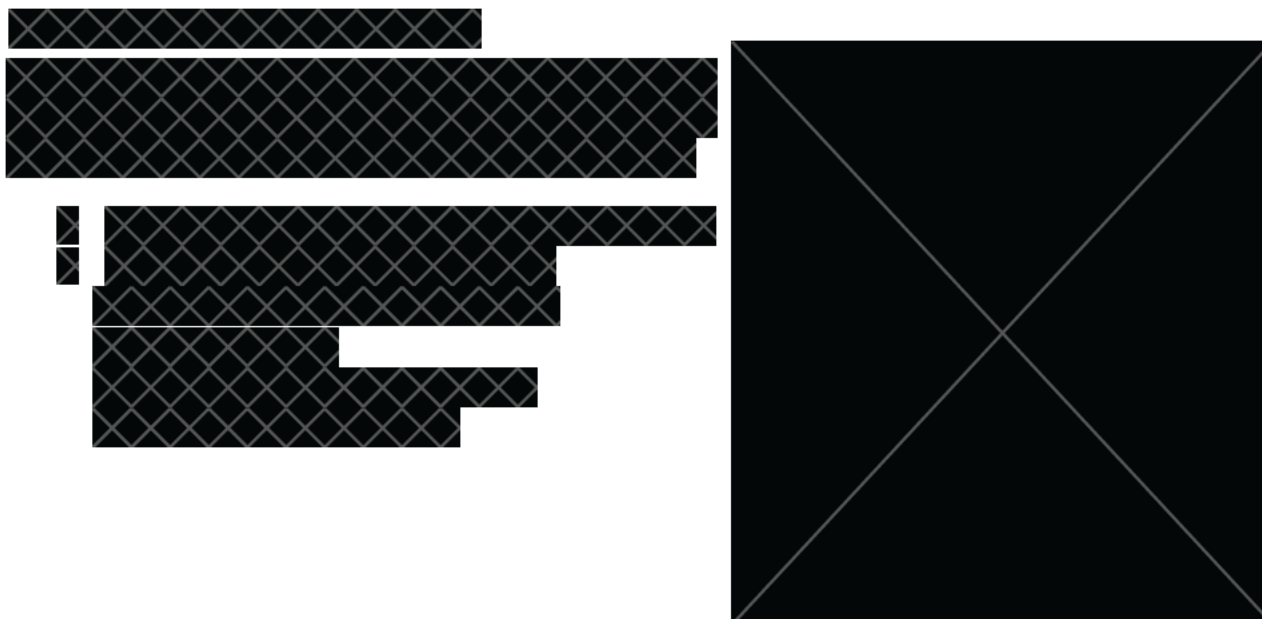
**Full Sun Controlled Heater ECB3:** Protects TV from temperatures as low a -24 degrees F(with power supplied)

**Innovative Water-tight Cable Entry System:** Pass-through design keeps cables dry and allows for easy hook-ups (able to be locked)

**Weatherproof Remote Control:** Included

**Anti-Glare/UV Coated Screens:** Increases contrast and protects the LED screen from the sun's harmful rays

*\* All dimensions shown here are for planning purposes only. WaySine reserves the right to change materials and specifications without notice.*





## Project Management Support

Peak Transit offers the CAD/AVL solution in the SaaS model to its customers. During the contract period, PT houses the software application in its own servers and the application can be accessed by the users through a standard secured browser on their devices (computers).

The application is available 24\*7\*365 days for the entire period of the contract. All of our web-based services are redundantly hosted and load balanced in the Amazon AWS Cloud.

The software is deployed as serverless web applications and are automatically deployed from our secure repositories with auto-scaling to commit more resources as needed (therefore, never experiencing an “overloaded” situation). We guarantee a 99.9% uptime SLA within our control, with typical operation exceeding 99.99%.

Ongoing project management support and maintenance is a part of our system offering for the entire duration of the contract.

## Seamless Installation

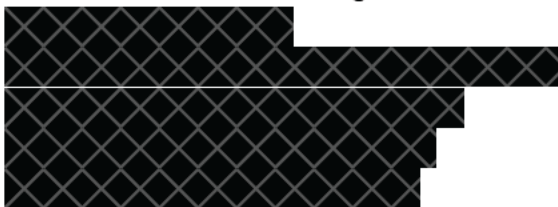
Peak Transit will seamlessly install all its CAD/AVL components with minimal rework and retrofitting of system components. The installation is carried out by an experienced team of engineers equipped with relevant skills and experience in this business.

## System Upgrade Support & Training

PT continually and periodically updates the backend and passenger facing applications. All app updates can be downloaded on the respective Android and iOS platforms. Updates are reviewed by the PT QA team and then approved for release by Google and Apple play stores. Topeka Metro's proposed software will be continually supported by PT and updates shall be made periodically. All software updates will cover bug fixes and include security patches, as and when they are due. Updates will be automatically done at no additional cost to Topeka Metro and performed during a timeframe which does not interrupt Topeka Metro's administrator or users.

## System Security

Peak Transit uses the following list of controls to address software security:



Firewalls are placed in front of web routers to disallow access to unused ports. Database servers are not exposed to the public Internet and are only accessible through internal networks. Virtualization is also used to separate applications. System security is crucial to protect sensitive data, ensure operational integrity, and prevent unauthorized access in an environment. Here's our comprehensive approach to maintaining system security with our client systems:



[REDACTED]

## System Backup

System backups are crucial for quickly restoring a system to a functional state after data loss, corruption, or other issues. Our backup strategies include:

[REDACTED]

## Redundancy

This involves duplicating critical system components to ensure uninterrupted operation even in the presence of hardware or software failures. We maintain redundancy in the following ways:

[REDACTED]

[REDACTED]

These measures enhance the system resilience, minimize downtime, and ensure that critical services are restored quickly in the event of unexpected disruptions. We regularly review and update these measures to adapt to evolving threats and technological advancements.

## Project Risks & Mitigation

This process begins with a proactive identification of risks, assessing the likelihood and impact of the issue and developing risk mitigation plans. If the risk should become an issue, additional steps are taken to minimize the impact and correct the underlying causes of the issue.

The following are the risk management steps:

[REDACTED]

[REDACTED] of risks and corresponding mitigation activities will be briefed by the Project Manager  
[REDACTED]

### Risk Register

The following table explains our Risk Register components:

<b>Risk ID</b>	[REDACTED]
<b>Rating</b>	[REDACTED]
	[REDACTED]
	[REDACTED]
<b>Description</b>	[REDACTED]

Source

[REDACTED]

PT's Planned  
Response

[REDACTED]

Timing

[REDACTED]

## Warranty & Maintenance

[REDACTED]

[REDACTED]

[REDACTED]

Services covered under Peak Transit's Limited Warranty exclude effort required to support the following hardware issues:

- [REDACTED]

In any case where malfunctioning equipment falls under the Peak Transit Limited Warranty, the equipment is deemed warranted against defects in workmanship and material, in the state to which Peak Transit ships the equipment, on a return-to-factory basis for a period of one year.

Topeka Metro shall return the defective equipment in accordance with Peak Transit shipping instructions. Peak Transit's sole responsibility under this warranty shall be, at Peak Transit's option, to either repair or replace any component that fails during the warranty period during the warranty period because of a defect in workmanship and material. If Peak Transit determines

that the equipment is not defective within the terms of the warranty, Topeka Metro shall pay Peak Transit all costs of handling, transportation and repairs at Peak Transit's then-prevailing rates.

### SaaS considerations under PT Limited Warranty

[REDACTED]

SaaS support covered under PT's Limited Warranty excludes effort required to support the following:

- [REDACTED]

## Support Level & Escalations

The Peak Transit call escalation process is well-structured, efficient, and customer-focused. It ensures that your issues are addressed promptly and satisfactorily. Here's our step-by-step escalation process:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 10. Documentation:

- Peak Transit maintains comprehensive documentation of support cases, including issue descriptions, resolutions, and customer interactions. This helps with knowledge sharing and future problem-solving.

This process ensures that support-related queries are handled efficiently and effectively, with a focus on your satisfaction and continuous improvement in our service quality.

## Staff Training & System Documentation

### Levels of Training

PT provides both in-person training as well as webinar training (virtual and remote), and similar training sessions will be conducted for the Topeka Metro's staff. Training is comprehensive and covers all systems and subsystems. Training is always specifically tailored to meet our customers' needs, depending upon the options selected and the timeframe available for

scheduled training. Training sessions will be planned to coincide with the **Topeka Metro** project's installation dates.

The following **Topeka Metro** staff will be required to attend:

- Maintenance Personnel (on-site staff consultation & acceptance)
- Road Supervisors and/or Drivers (on-vehicle equipment training)
- Administration & Operations Staff (system and user management)

For in-person training, PT's Account Manager for the **Topeka Metro** project, who works closely with the Project Manager, will come on-site to hold training classes. The classes will consist of a demo relevant to the specific group present (whether admins, drivers, management, etc.), Q&A, review of all available documents both hardcopy and electronic files, and making sure each person knows how to access the website in order to search the database for helpful documents they may need. Training will include, but is not limited to -

- *CAD/AVL System administration training*
- *CAD/AVL System user training*
- *Schedule creation and update training*
- *Operator training*
- *Road supervisor training*
- *Report generation training*
- *Maintenance training*

The trainer will perform demos not only on other live client sites to show you how our reporting and historical data can be utilized, but they should be able to perform part of the demo on your web-based admin and passenger website so your team is able to see and practice on the exact custom solution they will be utilizing every day. Additionally, PT will record the training at your agency so the agency can utilize it for refreshing courses or new-hires.

## Training Delivery

PT offers in-person training as well as remote (virtual) training to its customers and users. In-person training will be delivered on-site, at customer facilities consisting of training rooms, with appropriate infrastructure for training delivery. Virtual training will be conducted from PT's own facilities and can be attended by users from any location using a laptop, desktop or similar other mobile devices. The time, venue, mode and method will be agreed upon mutually.

## Training Plan

PT's training plan provides the structure for the program and establishes its goals and competencies. The training plan serves as a tool for communicating with partners, particularly at the system validation stage. The plan is also used as a reference document in the stages following the system validation. The plan is divided into multiple sections and contains administrative information, program goals, and competencies presented in a grid and a table of correspondence.

PT's training plan is developed using a competency-based approach and are the main learning targets. The general goals are:

- To help users effectively execute the functions that each of them are responsible for in the transit space.
- To help users integrate into the overall workforce.

## Approach & Curriculum

### Training Approach

[Redacted content]

[Redacted content]

[Redacted content]

[Redacted content]

### Curriculum

[Redacted content]

- [REDACTED]

## Training Materials

PT system's training materials are mostly available on the cloud. PT will provide access to all such resources to Topeka Metro users for viewing and consumption, 24/7. Copies of such training materials, troubleshooting guides, product manual etc. can also be provided for offline references.

## Third-Party Training

PT will organize training programs for all third-party products and/or services that will be used in the Topeka Metro project, if any. This will be discussed between the project managers during the kick-off meeting, to be held immediately after the "notice to proceed" intimation.

## Online Help & Documentation

PT will provide complete access to all online help and documentation materials to Topeka Metro users. These will include, but not be limited to system admin guides, troubleshooting guides, technical reference guides, training materials, end user manuals, report development etc.

## System Testing

PT works with the client to enable accurate testing. The hardware is initially checked before delivery. This ensures it arrives in a state that is ready for installation. Once the client receives the hardware and it is installed by the PT team, client or a 3rd party contractor, the ultimate install is tested to ensure success. The client will sign off on all of the install. As for the route information, the PT team will use a GTFS file and/or create from a schedule or map when not available. The client will be requested to review this information to ensure accuracy. Finally, it is recommended to use a pilot test of the application for administrators before it is released to the public.

## Quality Assurance/Quality Control Plan

Peak Transit's simplified QA/QC plan outlines key points to ensure that the CAD/AVL system design and deployment align with regulatory requirements, industry standards, and best





## Subcontractors & DBE Participation

Provide a list of possible subcontractors, including their function and DBE status. Describe how you will make efforts to invite DBE participation. A directory of Kansas DBEs may be found at [www.ksdot.org/divadmin/civilrights](http://www.ksdot.org/divadmin/civilrights).

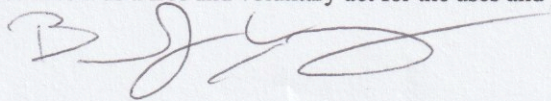
Due to the fact that we are going to try to reuse as much existing hardware as possible, we will not be using a subcontractor for this project so no DBE will be used.

**ACKNOWLEDGEMENT**

**Individual / Partnership**

STATE OF Indiana )  
 )  
- COUNTY OF Hamilton )  
 )

I, Karen A. Mugavin, a Notary Public in and for said County, in the State aforesaid, do hereby certify that Brady Young, Director of Sales & Partnership, Peak Transit LLC, who is/are personally known to me, appeared before me this day in person, and acknowledged the signature, seal and delivery of the foregoing instrument as a free and voluntary act for the uses and purposes therein set forth.



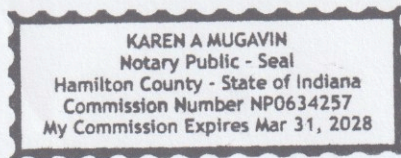
Given under my hand and notary seal, this 11 day of December, 2023.

My Commission Expires:

3-31-2028

Karen A. Mugavin  
Notary Public

(SEAL)





**ACKNOWLEDGEMENT OF ADDENDA**

The following form shall be completed and included in the proposal. Failure to acknowledge receipt of all addenda may cause the proposal to be considered unresponsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the Proposal. Make copies of this form if more than five (5) addenda were issued.

ACKNOWLEDGEMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda to RFP TM-24-01:

Addendum Number #1 Dated: 11/17/2023

Addendum Number #2 Dated: 11/21/2023

Addendum Number \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated: \_\_\_\_\_

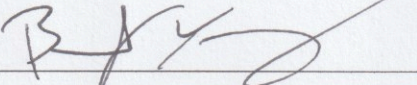
Addendum Number \_\_\_\_\_ Dated: \_\_\_\_\_

Proposer Peak Transit LLC

Street Address 600 E. Colonial Drive, Suite 100, Orlando, FL 32803

Street Address \_\_\_\_\_

City, State, Zip Code Orlando, FL, 32803

Authorized Signature 

Name Brady Young

Title Director of Sales & Partnership

Telephone Number (317) 447-4038

Facsimile Number (FAX) (317) 732-5911

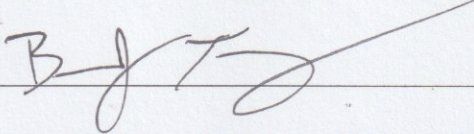
E-Mail Address brady@peaktransit.com

**BUY AMERICA CERTIFICATION**

Proposer will certify either compliance or non-compliance, not both. This certification must be submitted with the proposer's response.

**Certificate of Compliance with 49 USC 5323(j)**

The bidder hereby certifies that it will meet the requirements of 49 USC 5323(j), and the applicable regulations in 49 CFR Part 661 and any amendments thereto.

Signature: 

Name & Title: Brady Young, Director of Sales & Partnership

Company: Peak Transit LLC

Date: 11/27/2023

**Certificate of Non-Compliance with 49 USC 5323(j)**

The bidder hereby certifies that it cannot comply with the requirements of 49 USC 5323(j) and 49 CFR 661.5, but it may qualify for an exception pursuant to 49 USC 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 CFR 661.7.

Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**DISADVANTAGED BUSINESS ENTERPRISES (DBE) CERTIFICATION**

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. Metro's overall 2022-2024 goal for DBE participation is 1.62%; the race neutral goal is 1.25%, and the race conscious goal is 0.37%. There is no contract goal for this procurement.

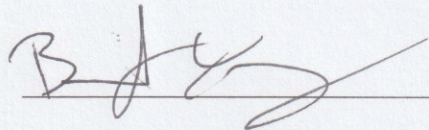
The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Metro deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from Metro.

The contractor may not hold retainage from its subcontractors.

The contractor must promptly notify Metro, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Metro.

Signature:



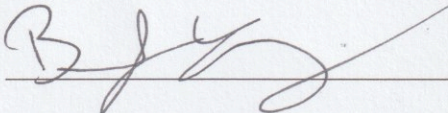
Name and Title: Brady Young, Director of Sales & Partnership

Company Name: Peak Transit LLC

Date: 11/27/2023

**FLY AMERICA CERTIFICATION**

The Contractor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and sub-recipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

Signature: 

Name and Title: Brady Young, Director of Sales & Partnership

Company Name: Peak Transit LLC

Date: 11/27/2023

**LOBBYING CERTIFICATION**

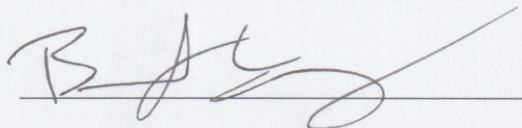
The undersigned contractor certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. See 49 CFR 20.100.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 USC 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure. See 49 CFR 20.400.]

The undersigned contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 USC 3801, et seq, apply to this certification and disclosure, if any.

Signature:  \_\_\_\_\_

Name and Title: Brady Young, Director of Sales & Partnership

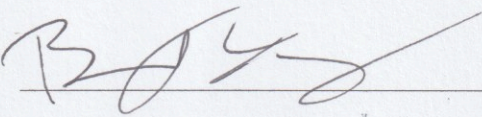
Company Name: Peak Transit LLC

Date: 11/27/2023

**NON-COLLUSION CERTIFICATION**

This is my sworn statement to certify that this proposal was not made in the interest of or on behalf of any undisclosed entity. This proposal is not collusive.

This proposer has not been a party to any agreement or collusion in restraint of freedom of competition by agreement to bid a fixed price, to refrain from bidding, or otherwise. This proposer has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of Topeka Metropolitan Transit Authority, or of any proposer, or anyone else interested in the proposed contract.

Signature:  \_\_\_\_\_

Name and Title: Brady Young, Director of Sales & Partnership

Company Name: Peak Transit LLC

Date: 11/27/2023

**POWER OF EXECUTION**

Authorization of Bidder

The undersigned, an Director of Sales & Partnerships of  
(officer, partner, proprietor, etc.)

Peak Transit LLC  
(name of company)

a Limited Liability Company (LLC)  
(corporation, partnership, proprietorship)

having its principal office or registered agent at 600 E. Colonial Drive, Suite 100, Orlando, FL 32803  
hereby certifies that the Company has duly authorized by appropriate action and/or hereby does

nominate, constitute, appoint and authorize Brady Young  
(name of individual signing document)

with full power to act alone, on behalf of  
(alone or in conjunction with another person)

Peak Transit LLC  
(name of company)

and thereby to make, execute, seal and deliver on its behalf as CONTRACTOR and as its act and deed any and all proposals, contract proposals, contracts, change orders, monthly and final payment certificates and other like instruments. Such proposals, contract proposals, contracts, change orders, monthly and final payment certificates and other like instruments shall be binding upon said company as fully and to all intents and purposes as if such instruments had been duly executed, acknowledged and delivered by the authorized officers of the company when executed, by the aforementioned person(s).

Peak Transit LLC

Company

Brady Young Director of Sales & Partnerships  
Signature, Title

12-12-23

Date

ATTEST:

Albi (Manager)

Notary Public (if proprietorship)  
Secretary of Corporation (if corporation)  
Partner (if Partnership)

**PRICE QUOTE**

Proposer Peak Transit LLC

RFP Number – TM-24-01      Technology for Buses

Please provide a price quote for each of the items listed below. Metro will select items based on the amount of money available for this project.

AVL/CAD \*

APC

DMS

Total Contract Price

Annual Maintenance, Support and Updates

Note: You may quote dollar amounts for years 2-5, or maximum percentage increases. If there is no cost, enter \$0 on each line.

What would Topeka Metro need to provide in order for you to complete this project?

Metro is exempt from all taxes – do not include sales tax in your bid pricing. A project exemption certificate will be provided upon request. Price quoted must be the total cost of the contract, including (but not limited to) materials, labor, installation, training and travel expenses.

**\* Includes headsign update, annunciator update, customer facing app, and customer service support.**



**PROPOSAL CHANGE REQUEST**

Complete this form for each condition, exception, reservation, or understanding (i.e., change) in the proposal. See PROPOSAL SCHEDULE, page 5 of this RFP, for the due date of all requested Proposal Changes.

Change Number     N/A    

Proposer \_\_\_\_\_

RFP Number – TM-24-01      Page: \_\_\_\_\_      Section: \_\_\_\_\_

Metro's Current Requirement:

Proposer's Requested Change:

**SUSPENSION / DEBARMENT CERTIFICATION**

**In regard to 2 CFR Parts 180 and 1200**

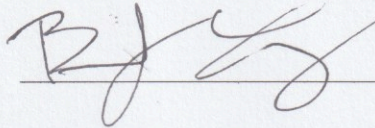
In accordance with 2 CFR Parts 180 and 1200, the contractor is required to verify that none of its principals or affiliates:

- 1) is included on the federal government's suspended and debarred list;
- 2) is proposed for debarment, declared ineligible, voluntarily excluded or disqualified;
- 3) within three years preceding this proposal, has been convicted of or had a civil judgment rendered against them for (a) commission of fraud or criminal offense pertaining to performing a public transaction, (b) violation of any federal or state antitrust statute, or (c) embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 4) is indicted or charged by a governmental entity for any of the charges in 3) above; and
- 5) has had any public transaction terminated for cause or default within three years preceding this proposal.

The contractor is required to include this requirement in any subcontracts related to this contract.

By signing and submitting its proposal, the proposer certifies that the certification in this clause is a material representation of fact relied upon by Metro. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to remedies available to Metro, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The proposer agrees to verify that none of its principals or affiliates is included on the federal government's suspended and debarred list at any time throughout the period of this contract. The proposer further agrees to include a provision requiring the same compliance in its subcontracts related to this contract.

Signature: \_\_\_\_\_



Name and Title: Brady Young, Director of Sales & Partnership

Company Name: Peak Transit LLC

Date: 11/27/2023