B3 Guidelines Project Role:

Team Member

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[Center for Sustainable Building Research]
College of Design · University of Minnesota

Contents

Overview of Team Member Roles

B3 Project team members support their project team's submission to the B3 Guidelines through fulfilling assigned role(s) and responsibilities. The project's Guideline Leader, the manager of the project team's submission for the B3 Guidelines, is responsible for appropriately assigning these roles within the B3 Guidelines Tracking Tool, based on team member experience and skills. More information about the responsibilities of the Guideline Leader role can be found on the B3 Guidelines Training and Education webpage (https://www.b3mn.org/guidelines/training-and-education/).

Each team member can play multiple roles or no roles, as long as all roles with an open action item in the current project phase are filled. Required roles in the Tracking Tool vary based on project phase and project type. Roles that may be assigned to project team members include:

- Acoustics Leader
- Agency Contact
- Agency Operations Contact
- Architectural Leader
- Civil Leader
- Custom Role
- Design/Construction Commissioning Leader
- Electrical Leader
- Energy Modeler
- Energy Consultant
- Energy Leader
- Facility Operations Manager
- Guideline Leader
- Interior Design Leader
- Landscape Leader
- Mechanical Leader
- Operations Commissioning Leader
- Owner
- Planner
- Project Observer
- SB 2030 Approver
- Structural Leader

Some roles, such as the Agency Contact, Agency Operations Contact, and SB2030 Approver, can only be assigned by the B3 Administrators. The Agency Contact is typically a staff member of the agency, State entity, or non-State organization receiving funding for a B3 Guidelines-required project. This role is responsible for reviewing and approving project submissions through building occupancy when the role is reassigned to the Agency Operations Contact. These roles and responsibilities are explained in further detail in resources available on the B3 Guidelines Training and Education webpage (https://www.b3mn.org/guidelines/training-and-education/). The SB 2030 Approver is a member of the B3 Management Team who reviews project documentation for SB 2030 compliance.

While most roles have specific guidelines assigned to them, a few do not, including the Owner, Project Observer, Planner, and any Custom Roles the project team may choose to assign. The Owner is the person who owns the project building/site, who can be added to the B3 Guidelines Tracking Tool project file to observe/understand compliance. The Project Observer is a person who can access the project file but is not responsible for completing guideline documentation. If the project team includes a planner, they may be assigned as such. Though these roles are not assigned guidelines by default, it may still be helpful for the Guideline Leader to assign guidelines to these roles or to a Custom Role designed by the project team.

Successful B3 projects typically include team members with specific expertise in certain fields. For example, if the project team does not already include an individual with acoustics experience, consider partnering with an acoustics consultant for the Acoustics Leader role. Additionally, B3 project teams often fulfill the Design/Construction Commissioning Leader and/or Energy Leader roles by people with significant experience in these fields.

Team Member Responsibilities

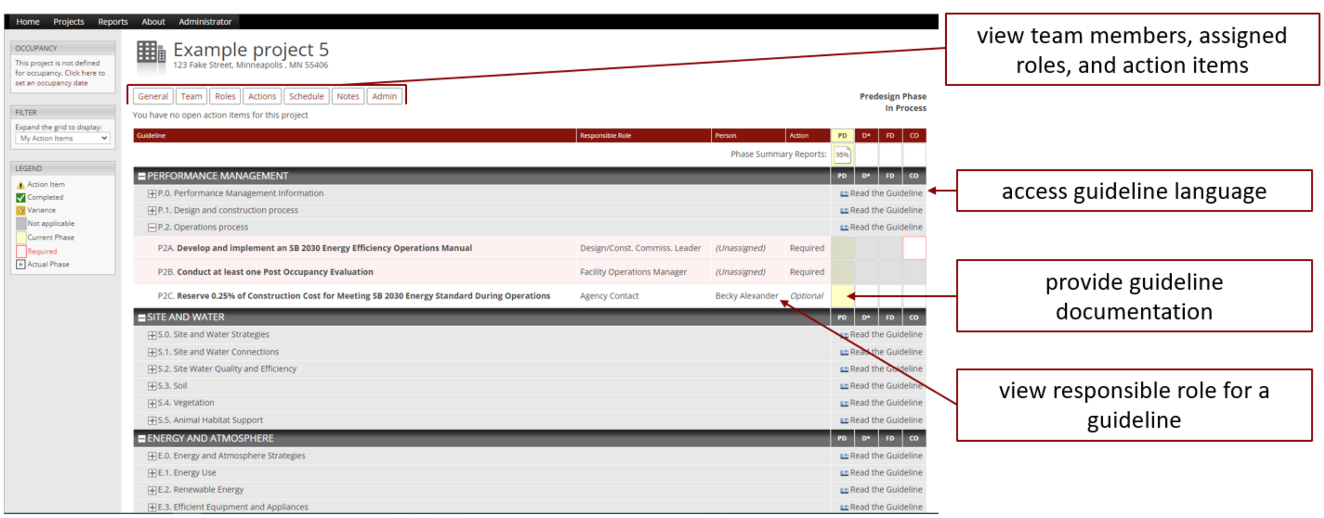
Compliance with the B3 Guidelines is documented within the B3 Guidelines Tracking Tool, an online project file that guides projects from predesign through ten years of building operation. The Tracking Tool captures relevant documentation and project metrics to ensure that the guidelines are being met, as well as shows the responsibilities of each team member role. Team members support project compliance within the Tracking Tool by having a strong understanding of their assigned guidelines, communicating effectively with their project team and Guideline Leader, and providing timely and accurate inputs into the project file.

The key responsibilities of a team member include:

- **Understanding their Specific Role and Responsibilities:** Team members are responsible for identifying which role(s) they are responsible for, the guidelines associated with their assigned role(s), and the Tracking Tool inputs associated with those guidelines. Ideally, this should be done as soon as the project file is established.
- **Completing Guideline Documentation:** Team members ensure project compliance by providing timely, accurate, and complete documentation to the B3 Guidelines Tracking Tool for each guideline they are assigned.
- **Appropriately Requesting Variances:** Team members must understand the appropriate use of variances, which can provide accommodations to the guideline requirements and/or documentation schedule to account for unique project constraints. If an area where the project may require a full or provisional variance is identified, team members must pursue creative solutions to continue meeting the intent of the guideline, as well as fill out a complete and appropriate variance request.

Navigating the B3 Guidelines Tracking Tool

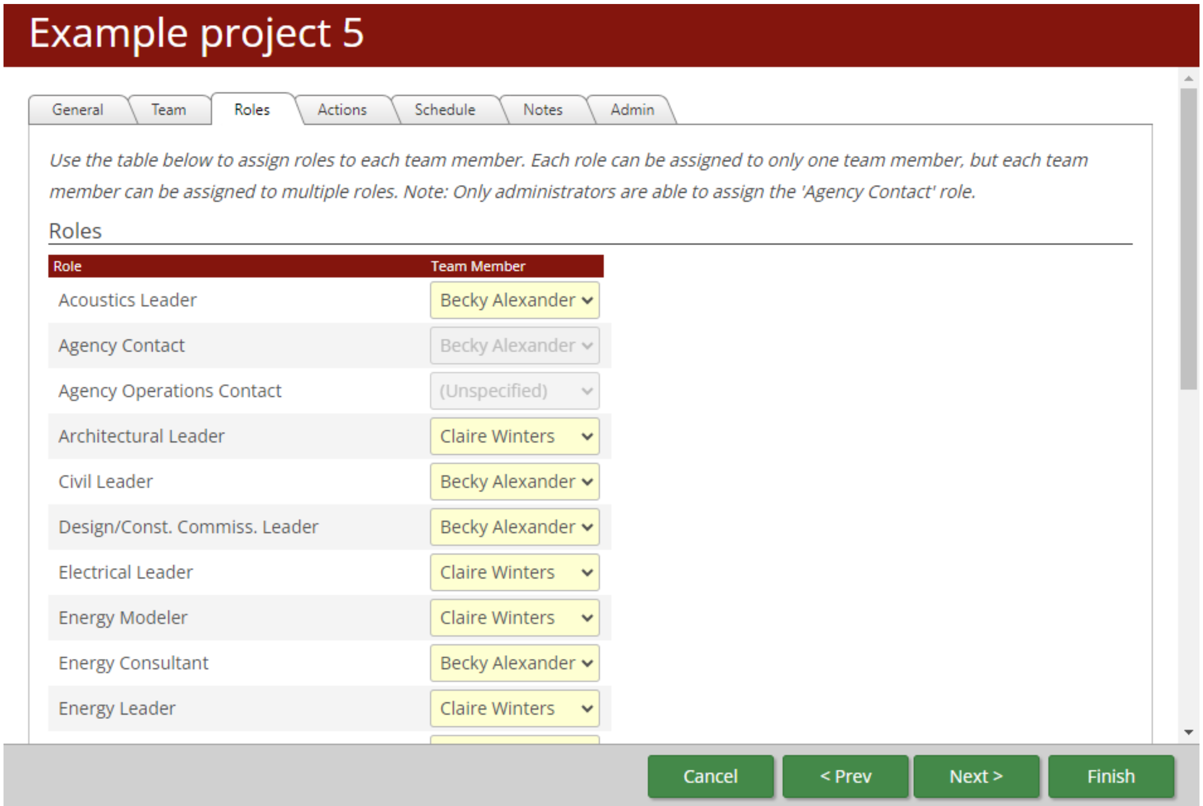
The B3 Guidelines Tracking Tool serves as an online project file where team members can review guideline requirements, view their assigned role(s) and responsibilities, submit documentation, and track progress. Everyone on a project team has access to the Tracking Tool using their individual log-in credentials. While the Tracking Tool's landing screen shows all projects an individual is assigned to, the project dashboard (shown below) is the primary tool for a specific project. More detailed information on navigating the Tracking Tool is available on the B3 Training and Education webpage (https://www.b3mn.org/guidelines/training-and-education/).



Understanding Roles and Responsibilities

One of the first responsibilities of a B3 project team member is to review their assigned role(s), guidelines, and inputs within the B3 Guidelines Tracking Tool. This should be done as soon as possible, after the Guideline Leader has invited team members to the new project file.

1. **View assigned role(s).** Roles assigned by the Guideline Leader in the Tracking Tool affect what guidelines and documentation team members are responsible for providing. Role assignments should align with team member experience/skills (i.e. the project's landscape architect would appropriate fulfill the Landscape Leader role). If team members have concerns/questions about their assignment, contact the project's Guideline Leader.



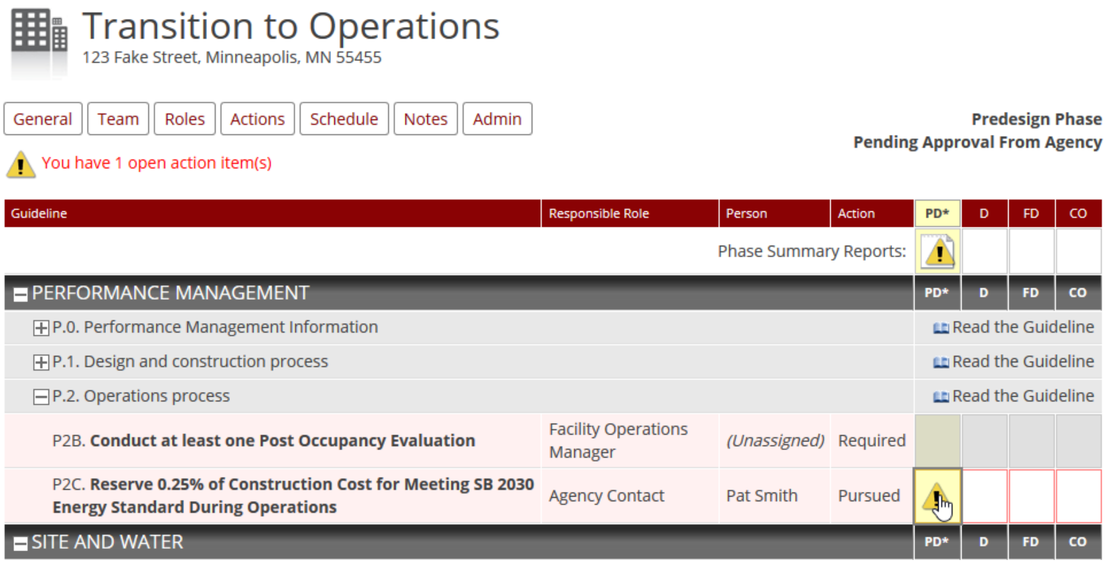
Team members can view role assignments within the "Roles" dialog box, accessible from the top of the project dashboard within the B3 Guidelines Tracking Tool.

2. **Review assigned guidelines.** Each phase in the Tracking Tool requires project team members to complete documentation for applicable guidelines.[1] There are four phases in the Tracking Tool: predesign, design, final design, and closeout. Team members should review their assigned guidelines for each phase beforehand.

   To view the guidelines assigned to you in the current phase, identify current action items within the project dashboard. Current action items are identified with a yellow icon. Your name and responsible role will also be

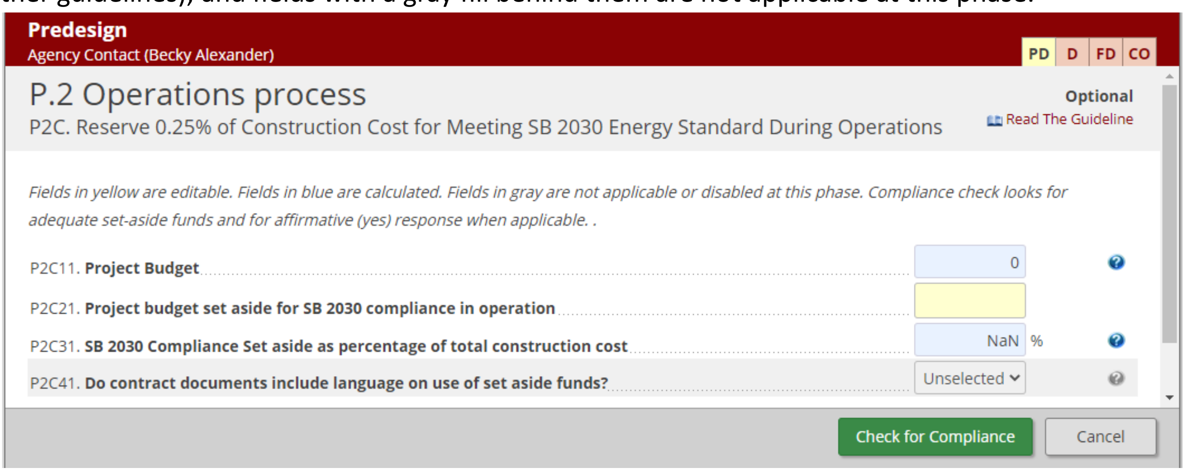
[1] Applicable guidelines for a specific phase include those that both 1) are being pursued by the project (i.e., all required guidelines plus the recommended guidelines that the project team has selected to pursue), and 2) have documentation requirements for the specific phase.

shown next to the guideline.



Use the "Read The Guideline" link in the upper right to access the complete guideline language. Hover over the "?" icons to access additional information about compliance requirements, calculation methods, and/or acceptable file formats.

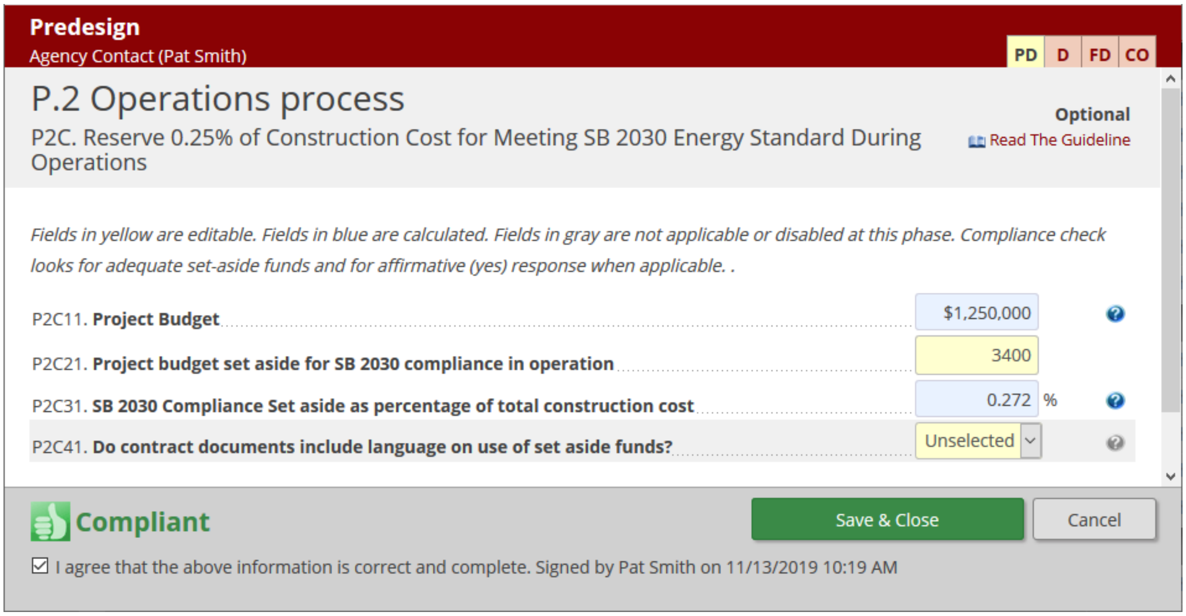
3. **Review associated Tracking Tool inputs.** Each guideline includes required fields, which team members should review as soon as possible. To view required inputs in the guideline dialog box, click on the current action item icon. Fields in yellow indicate required inputs; fields in blue are calculated (some of which pull in information from other guidelines); and fields with a gray fill behind them are not applicable at this phase.



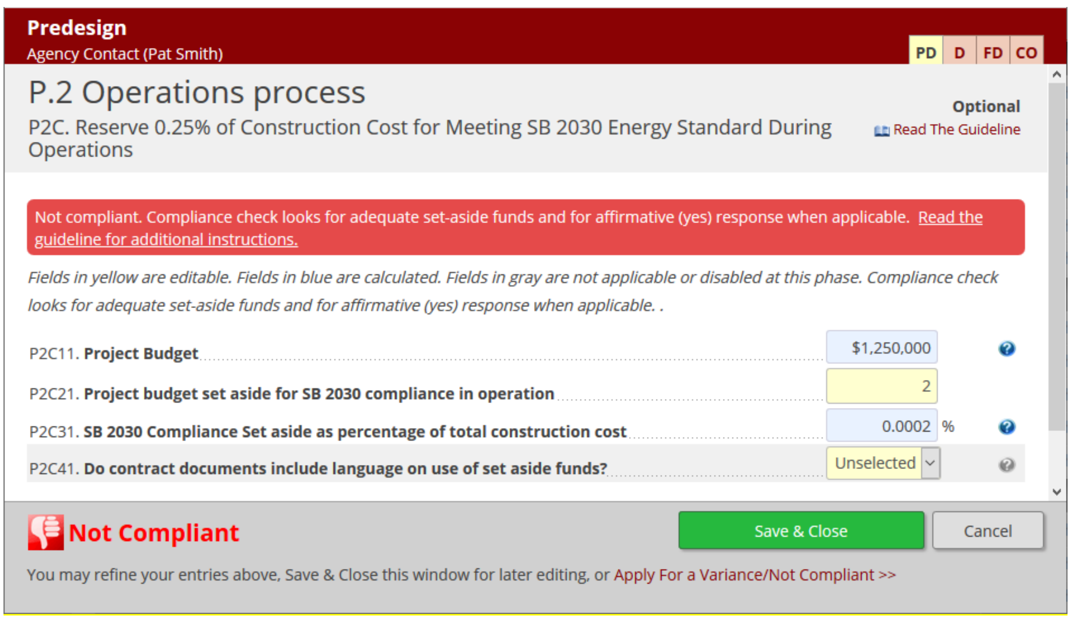
Completing Guideline Documentation

When team members are ready to complete documentation for guidelines requiring action, they should follow these steps:

1. Log in to the B3 Guidelines Tracking Tool and open the project dashboard by clicking on the project name within the list of "My Projects."
2. Open the guideline dialog box by clicking on current action item icons.
3. Complete the required fields, keeping in mind that fields in yellow indicate a required input.
4. Click on the "Check for Compliance" button. If each required field is complete and passes the compliance check, you may sign off on the guideline and "Save & Close". You may also "Save & Close" without signing off by unchecking the checkbox (e.g., if you need to confirm your inputs).



If the project information is not compliant, you may "Save & Close" with the non-compliant inputs or "Apply For a Variance/Not Compliant." Additional detail on that process is provided in the Variance and Non-Compliance Guidance.



5. Once you have completed your action items for the current phase, they will appear as either a green checkbox (for those that have been signed off as compliant), a "V" (indicated a pending or approved variance application), or a non-compliant icon (indicating a pending or approved non-compliant designation). You may still edit (and re-sign-off on) these guidelines until the phase is locked for editing.

6. Repeat steps 2-5 for all your open action items for the current phase. All applicable guidelines must be signed off as compliant or have a variance or non-compliant designation either pending or approved for that phase to be submitted. If any of the guidelines assigned to you would be better answered by a different team member, those can be re-assigned to the appropriate person. It is also possible for someone else to enter data into and/or sign-off on guidelines assigned to you (and vice versa). While you will still be listed as the responsible person and will

continue to receive notifications about your action items, the 'signature' will reflect the person who actually signed off on the guideline.

7. Feel free to work 'ahead' in later phases if the guidelines you are responsible for are progressing more rapidly than the entire project is moving through the Tracking Tool phases. This requires checking off a box acknowledging that "This guideline is later than the current phase." One caution is that guideline inputs at later phases will be overwritten upon approval of previous phase summary reports unless they have been signed off at the later phase, so it would be prudent to only work ahead in guidelines that you can complete documentation for in one sitting. Also note that variances requested in a phase later than the current phase will default to the current phase (so it is not possible to work ahead for provisional variances).

Variances

The B3 Guidelines differ from other rating systems in that it primarily consists of a set of required measures for all projects rather than a menu of optional sustainability strategies. Due to the variability of B3 projects, some guidelines may require adaptations to the performance thresholds or documentation schedule. The B3 Guidelines allow the use of variances to provide this accommodation under certain circumstances.

Variances should be used sparingly. Project team members should work each other, as well as the project's Guideline Leader, to identify requirements that may require a full or provisional variance. Doing this early in the design process will provide time to verify whether a variance is justified, work through potential alternatives for meeting the intent of the guideline, resolve any questions with the Guideline Leader or B3 Guidelines Administrators, and provide detailed documentation of the request within the B3 Guidelines Tracking Tool.

Two types of variances may be requested by project team members:

1. **Provisional Variance:** A provisional variance can be considered as a 'free pass' to the next phase in the Tracking Tool for guidelines that do not yet have enough information to determine compliance. Provisional variances only apply to the submitted phase; the guideline will need to be re-addressed in later phases by submitting compliant documentation, submitting another variance request, or designating the guideline as non-compliant. If the project's ability to meet the guideline is unknown, provisional variances should be used as long as possible before requesting a full variance or non-compliance designation, with the goal of achieving compliance in a later phase. However, a provisional variance may not be requested during the last phase in which a guideline is required; at that point, all non-compliant or undocumented guidelines must either request a full variance or be designated as non-compliant.

2. **Full Variance:** Full variances are intended for cases where guidelines conflict with the program (intended use) of the project, either by direct conflict or due to the limits of available approaches. If the building program cannot accommodate a specific guideline, a variance for that guideline may be requested. For example, a prison may not be able to meet a guideline related to light levels at the site boundary because of higher lighting levels demanded by their security requirements. The other acceptable justification for a full variance is due to technological limitations, where available technologies or methodologies do not permit the project to meet the B3 Guidelines performance threshold. For example, a project in Greater Minnesota may not have sufficient construction and demolition waste recycling facilities in the region to fully meet the guideline requirements. When requesting a full variance, the design team is expected to pursue creative solutions to meet the intent of the guidelines to the extent feasible.

The following conditions are not considered as grounds for a full variance:

- Variances will not be considered if alternative design strategies have not been evaluated, including consideration of creative solutions that maintain the intent of the guidelines.
- Variances will not be considered based on budgetary or project schedule constraints.
- Variances will not be considered for requirements missed by the project team that cannot be addressed at later phases (e.g. neglecting to document construction waste diversion rates or neglecting to specify appropriate low-VOC finishes).
- Meeting the B3 Guidelines may require adjustments to the standard design and construction processes used by the project team. This is not an accepted justification for a variance.
- Small or irregular sites are not an automatic reason for a variance.
- Variances should not be used for guidelines that are unrelated to the project scope. Instead, these should be communicated to the B3 Guidelines Administrators upon project set-up so they can be hidden for the project. For example, an interior renovation project with no sitework may request the site-related guidelines be removed.
- Variances are not required for 'recommended' guidelines.
- SB 2030 requirements are not eligible for variances. There are several pathways built into that program to accommodate unique project types and considerations related to cost-effectiveness.

A guideline is designated as 'Not Compliant' if the project team cannot document compliance and there is not adequate justification for a variance. This designation is reserved for the last phase a guideline is required to maximize the project team's opportunity to find a compliant solution. Not Compliant designations are displayed publicly as part of the B3 Case Studies Database.

Acceptable Variance Justifications

In order for a variance to be accepted, it must meet one of permitted justifications. For full variances, team members should describe how the project team evaluated creative solutions to maintain the intent of the guidelines and identify a modified performance level and/or compliance method that will be pursued by the project team. For Not Compliant designations, team members should describe why this designation is necessary. Any additional documentation can be provided as needed via email to the B3 Guidelines Administrators and Agency Contact.

Example of an acceptable justification for a provisional variance:

- *The project team has not been able to document full compliance with the daylighting requirements during schematic design. Our daylight model currently shows achievement of spatial daylight autonomy in 40% of regularly occupied space, which does not meet the minimum requirement of 50%. We will continue to work through this during design development by evaluating window size and placement and the potential for toplighting through daylight monitors and/or solar tubes.*

Example of an acceptable justification for a full variance:

- *The project team is requesting a full variance for the 75% construction waste diversion requirement due to technological limitations of the local market. The project is located in rural Minnesota, and conversations with local waste management services revealed that there are no facilities accepting gypsum board, carpet, wood products, or concrete within 60 miles. Upon evaluating alternatives, we found a farm operator that would accept gypsum board directly to use as a soil amendment. Our revised approach was to maximize recycling rates for the material categories where is it available (including cardboard/paper, metals, and plastics). While this was able to achieve diversion rates above 90% in these categories, the project's overall diversion rate was only 56%.*

Examples of unacceptable justifications:

- *We couldn't meet the 75% waste diversion threshold because we are located in rural Minnesota.*
- *The contractor did not track waste diversion for this project.*
- *The project schedule could not accommodate the time required for daylight modeling.*
- *The project budget could not accommodate the acoustic wall paneling required to meet the reverberation time requirement.*

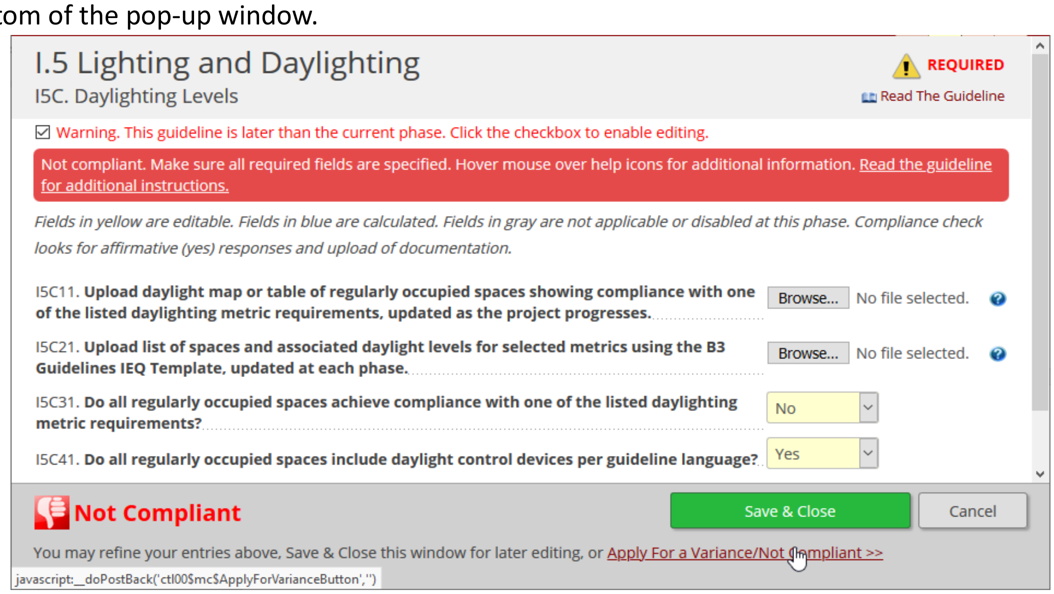
Requesting a Variance or Not Compliant Designation

Variance requests are made within the Tracking Tool by project team members. When a project phase is completed, variances requests are sent as a part of the Phase Summary Report to the project's Guideline Leader. If the Guideline Leader finds that a variance request does not meet program requirements and/or does not accurately represent the project, the Guideline Leader will follow up with relevant team members to resolve the issue. This could involve re-submitting the variance request with additional detail, re-submitting it as a provisional variance request (with the goal of adjusting the design in later phases to meet the B3 requirement), or immediately adjusting the design to meet the B3 requirement.

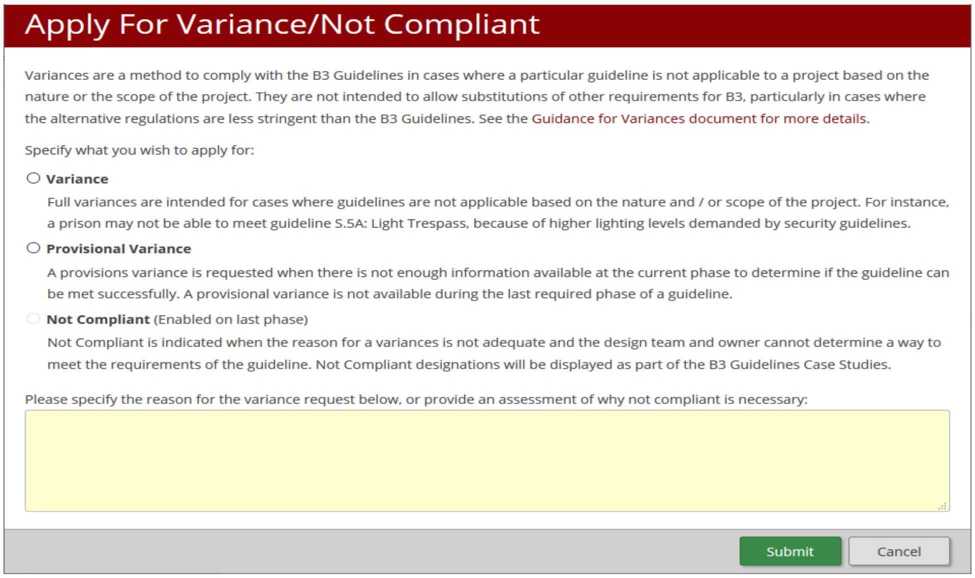
If variance requests are approved by the Guideline Leader, they will be sent to the B3 Guidelines Administrators to ensure they meet the program's minimum variance requirements. The final determination of approval or rejection is made by the Agency Contact, who may further specify a compromise, equivalency, or conditions for the variance. If the agency contact is not able to make a determination on a variance request, it will be referred to B3 Guidelines Administrators.

Follow these steps to request a variance:

1. Variances may be requested when incomplete or non-compliant information is entered in the fields of the Tracking Tool, after 'Checking for Compliance'. To do so, click the red "Apply For a Variance/Not Compliant" link at the bottom of the pop-up window.



2. Select the type of variance being requested, identify the reason for the variance, and describe how it meets one of the permitted justifications. Additional documentation can be provided as needed via email to the B3 Guidelines Administrators and Agency Contact. For full variances, describe how the project team evaluated creative solutions to maintain the intent of the guidelines and identify a modified performance level and/or compliance method that will be pursued by the project team. For Not Compliant designations, describe why this designation is necessary.



Apply For Variance/Not Compliant

Variances are a method to comply with the B3 Guidelines in cases where a particular guideline is not applicable to a project based on the nature or the scope of the project. They are not intended to allow substitutions of other requirements for B3, particularly in cases where the alternative regulations are less stringent than the B3 Guidelines. See the Guidance for Variances document for more details.

Specify what you wish to apply for:

- **Variance**
  Full variances are intended for cases where guidelines are not applicable based on the nature and / or scope of the project. For instance, a prison may not be able to meet guideline S.5A: Light Trespass, because of higher lighting levels demanded by security guidelines.
- **Provisional Variance**
  A provisions variance is requested when there is not enough information available at the current phase to determine if the guideline can be met successfully. A provisional variance is not available during the last required phase of a guideline.
- **Not Compliant** (Enabled on last phase)
  Not Compliant is indicated when the reason for a variances is not adequate and the design team and owner cannot determine a way to meet the requirements of the guideline. Not Compliant designations will be displayed as part of the B3 Guidelines Case Studies.

Please specify the reason for the variance request below, or provide an assessment of why not compliant is necessary:

Submit Cancel

3. Once submitted, the variance is reviewed as part of the phase submission. If a full variance or Not Compliant designation is approved, no additional action is needed. If a provisional variance is approved, the guideline will need to be revisited at the next applicable phase. Resolving rejected variance requests could involve revising and resubmitting the request with more complete documentation, having the B3 Guidelines Administrators deactivate the guideline as not applicable, submitting compliant design information, resubmitting as a provisional variance instead of a full variance, or resubmitting as Not Compliant. All open variance requests must be resolved before moving on to the next phase.